
Expedient User Manual – Export Sea Forwarding



Gavin Millman & Associates (Aust) Pty Ltd
281 Buckley Street
Essendon VIC 3040
Phone 03 9331 3944 • Web www.expedientsoftware.com.au

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ERA0058	96
ERA0009	97
ERA0222	97
ERA0144	97
ERA0227	97
ERA0906	98
ERA0226	98
ERA0011	98
ERA0016	98
ERA0505	99
ERA0027	99
ERA0229	99
ERA0233	99
ERA0151	99
ERA0236	100
ERA0219	100
ERA0240	100
PBL0010	100
ERA0145	100
ERA0261	100
ERA0142	101
ERA0905	101
ERA0905	101
ERA0061	101
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ERA0215	109
ERA0231	109
ERA0232	110
ERA0260	110
ERA0029	110
ERA0115	110
ERA0157	111
ERA0155	111
ERA0156	111
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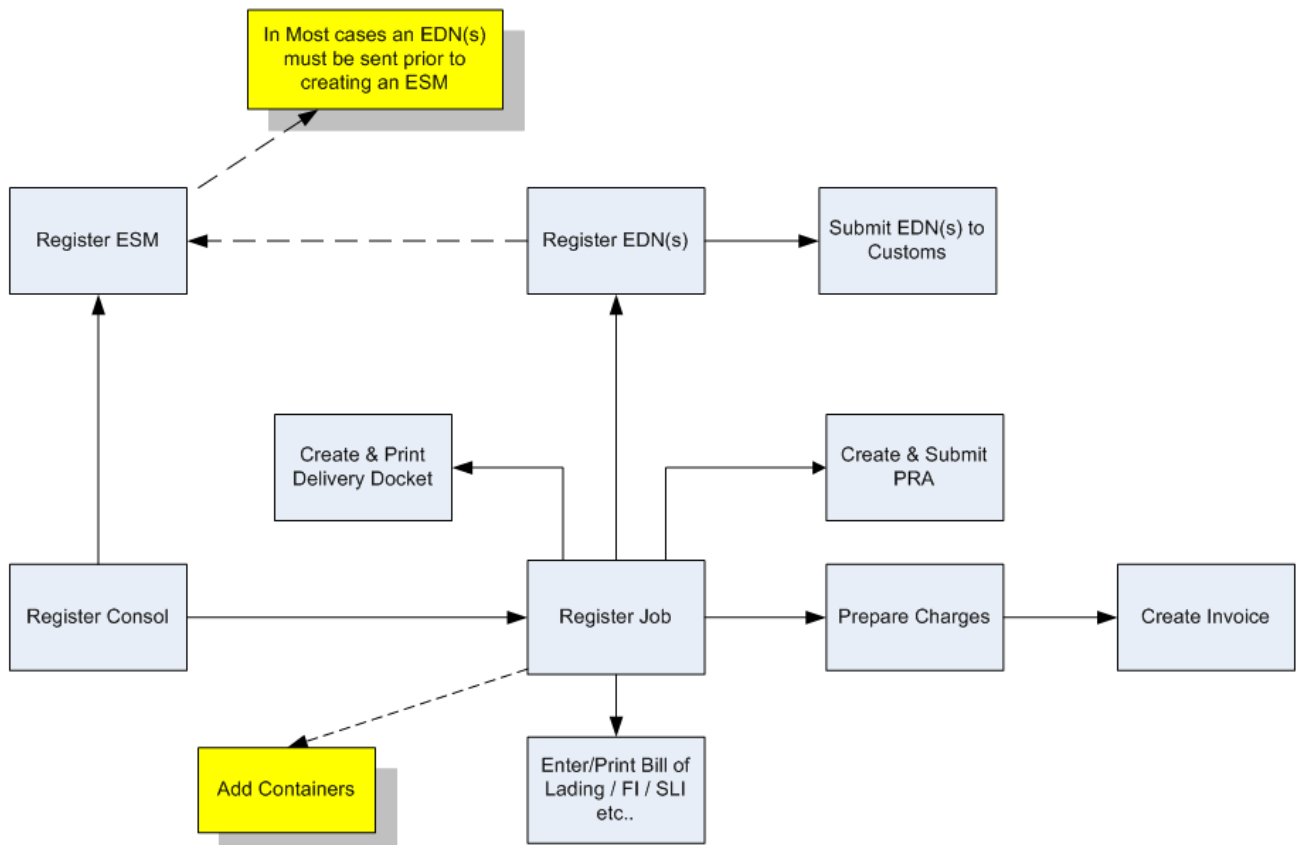
EXPORT FORWARDING INTRODUCTION

Expedient software contains the Export Freight Forwarding Module. The Export Forwarding Function allows users to register Shipments, Report Cargo Automation, and prepare Charges for customers. *(Accounting Module only)*

Consol/Job Registration

Expedient utilises a consol and job number. A consol refers to a Forwarding Consolidation, and the job number refers to house bills on shipments. Users can also prepare charges and create a Debtors Invoice *(only applicable for Accounting Module Customers)*

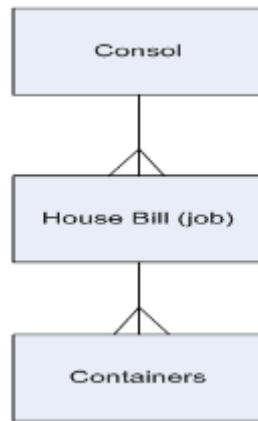
Consol, Job and (ESM, EDN, PRA), Delivery Docket Process




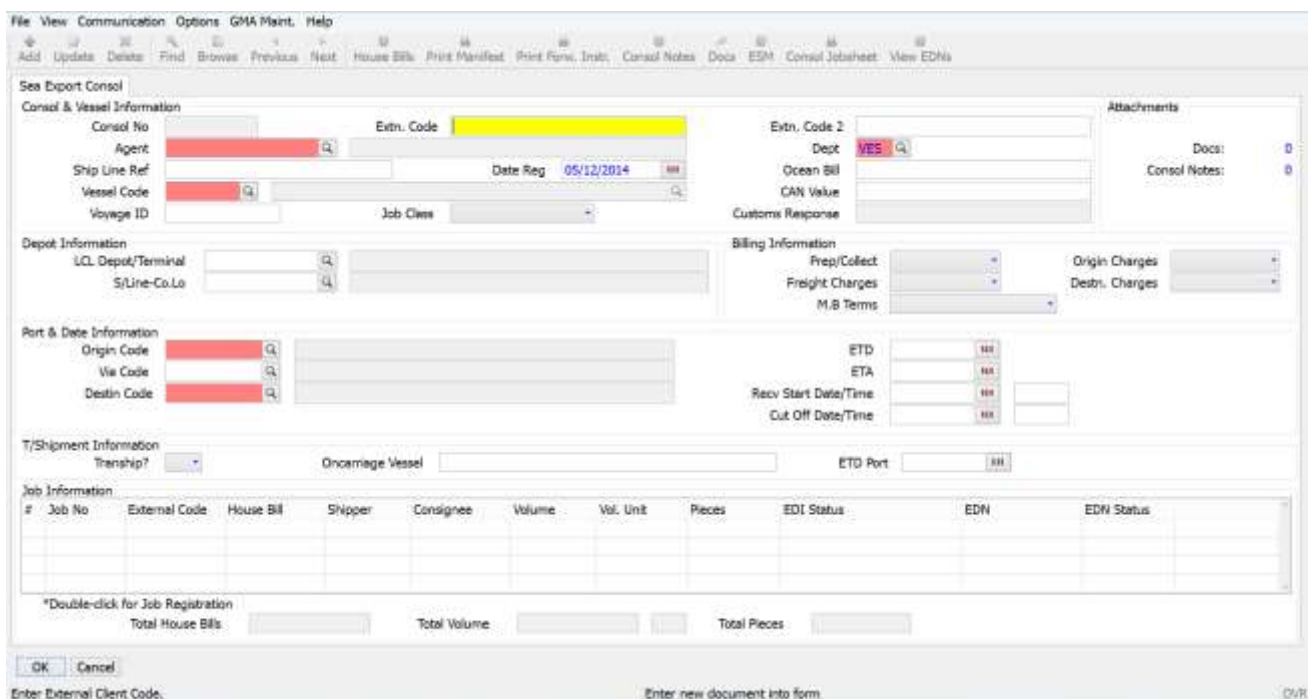
Creating a Consol

From the Main Menu select **Export Sea Forwarding, Consol Registration** function. This is performed when you are acting as the forwarder and are consolidating the shipment.

1 consol can have many jobs or house bills, and jobs can have many containers. See below diagram:



By clicking the  button or typing A will place the cursor in the input screen in Add Mode. See below:



See Export Consol

Consol & Vessel Information

Consol No: [] Extn. Code: [] Extn. Code 2: []
 Agent: [] Date Reg: 05/12/2014
 Ship Line Ref: []
 Vessel Code: [] Voyage ID: [] Job Class: []
 Customs Response: []

Depot Information

LCL Depot/Terminal: []
 S/Line-Co.Lo: []

Port & Date Information

Origin Code: []
 Via Code: []
 Destin Code: []

Billing Information

Prep/Collect: []
 Freight Charges: []
 M.B Terms: []
 ETD: []
 ETA: []
 Recv Start Date/Time: []
 Cut Off Date/Time: []

Attachments

Docs: 0
 Consol Notes: 0

T/Shipment Information

Tranship? [] Onconriage Vessel: [] ETD Port: []

Job Information


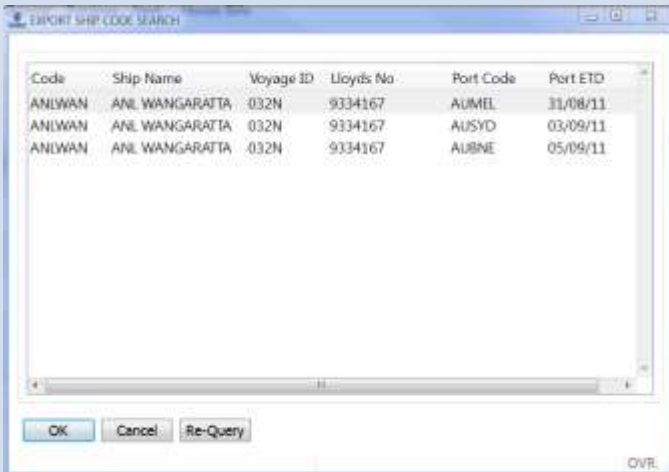
#	Job No	External Code	House Bill	Shipper	Consignee	Volume	Vol. Unit	Pieces	EDI Status	EDN	EDN Status

*Double-click for Job Registration

Total House Bills: [] Total Volume: [] Total Pieces: []

OK Cancel


Enter External Client Code: [] Enter new document into form: []

Field Name	Description	Validation	Default
Consol No	This is the unique number generated by Expedient upon creation of a Consol	N/A	System Created
Extn. Code	This is the external reference for the consol used by your global system. This may not be relevant at your site. You can update this field if your site permits it.	Optional	System Generated
Extn. Code 2	This is the external reference for the consol used by your global system. This may not be relevant at your site and the field may be hidden. You can update this field if your site permits it.	Optional	System Generated
Agent	This is the Agent which will be performing the forwarding function overseas	Mandatory	None
Dept	This is the Dept in which the consol will be created. This defaults to the users Branch	Mandatory	Branch
Ship Line Ref	This is the Shipping Line Booking Reference	Optional	Blank
Date Reg	This is the Registration Date. Read-Only field in ADD & UDPATE Mode.	Mandatory	Today
Ocean Bill	This is the Ocean Bill Number	Optional	Blank
Vessel Code	<p>This is the Vessel Code. Use the  to search the Vessels Masterfile. If the Vessels Masterfile is integrated into 1-Stop the Vessels Masterfile will store the Departure Date and Port information. Performing a zoom will display a screen as per below, each vessel will display each Departure Port from Australia:</p> 	Mandatory	Blank
CAN Value	This is the Customs Authority Number and is updated on a successful response from Customs for the ESM. NOTE: This information is also shown on the ESM screen.	N/A	N/A
Voyage ID	This is the Voyage of the Vessel Code as entered above	Optional	Vessels Masterfile

Field Name	Description	Validation	Default
Job Class	<p>This is the Class of the Job. Select from the following options:</p> <p>FCL - Full Container Load, generally but not always indicating that goods in the container are from one seller who packed the container, going to one buyer who will unpack the container.</p> <p>LCL/FAK - Less than Container Load, a small amount of cargo insufficient to on its own be economically shipped as FCL. It will be combined with other LCL cargo from other shippers going to the same destination port, into an FAK FCL.</p> <p>BREAKBULK - Non-containerized cargo.</p> <p>BULK CARGO – Larger Non-containerized cargo.</p> <p>FCX - Full container shipments from multiple suppliers for the one consignee.</p>	Mandatory	Blank
Customs Response	This field is populated when a Customs Response is received for the ESM, whether Clear or Failed.	Based on ESM Customs Response	Blank
LCL Depot/Terminal	This is the Depot or Terminal in which the Ocean Bill is to be delivered. The zoom on this field will show different entities depending on the Consol Job Class. If you site receives vessel movement updates from 1-Stop this field may be updated by the Terminal for the vessel and Export voyage.	Optional	Blank
S/Line-Co.Lo	This is the Shipping Line or the Co-Loader	Optional	Blank
Prep/Collect	This is the terms of the Ocean Bill and printed on the Forwarding Instruction.	Optional	Blank
Origin Charges	This determines where the Origin Charge is paid; Collect & Prepaid. Charge is printed on the Forwarding Instruction if selected.	Optional	Blank
Freight Charges	This determines where the Freight Charge is paid; Collect & Prepaid. Charge is printed on the Forwarding Instruction if selected.	Optional	Blank
Destn. Charges	This determines where the Destn. Charge is paid; Collect & Prepaid. Charge is printed on the Forwarding Instruction if selected.	Optional	Blank
M.B Terms	These terms are printed on the Forwarding Instruction as an indicator on what B/L to raise. The following terms are shown in the drop down list; Copy Not Negotiable, Express Release, Original Bill and Sea Waybill.	Optional	Blank

Field Name	Description	Validation	Default
Origin Code	This is the Port of Origin. Use the  to search the ISO Port Codes Masterfile.	Mandatory	Blank
ETD	This is the Estimated Time of Departure	Optional	Vessels Masterfile
Via Code	This is the Via Port Code. Use the  to search the ISO Port Codes Masterfile.	Mandatory	Blank
ETA	This is the Estimate Time of Arrival	Optional	Blank
Destin Code	This is the Destin Port Code. Use the  to search the ISO Port Codes Masterfile.	Mandatory	Blank
Recv Start Date/Time	This is the Commencement date of when Cargo can be received by the Shipping Line	Optional	Vessels Masterfile
Cut Off Date/Time	This is the Cut Off Date of when Cargo is no longer received by the Shipping Line	Optional	Vessels Masterfile
Tranship	Tranship Flag – Yes / No	Optional	Blank
Oncarriage Vessel	This the tranship vessel	Optional	Blank
ETD Port	This is the Estimate Time of Departure of the Transshipment port of the Transshipment Vessel	Optional	Blank
Job Information	This table shows information for each house bill on the consol including the status of the EDN submission	N/A	N/A
Total House Bills	This is a count of the house bills on the consol	N/A	System Generated
Total Volume	This is a sum of the volume in cubic metres of all the house bills on the consol	N/A	System Generated
Total Pieces	This is a sum of the pieces on all the house bills on the consol	N/A	System Generated

Consol Notes

View, add and update notes against the Consol using the toolbar button  **Consol Notes** or Consol Notes from the Options menu. A count of the Consol Notes is visible on the Consol Registration screen. Consol Notes can also be accessed from Jobs on the Consol.

Events

All events are tracked within Expedient. Some events are automatically created whilst others can be created manually by users. See below Events Screen:

- Consignee
- Job Class
- Goods Desc 1
- Shipping Line
- Origin
- Routing (via Codes)
- Destination
- O.Bill Prep.Coll
- INCOTERMS
- Goods
- Consignee Name and Address Details

The following house bill information will be defaulted:

- Number of pieces = "1"
- Date of Registration = today
- Vessel code = "TBA"
- No. of Pieces

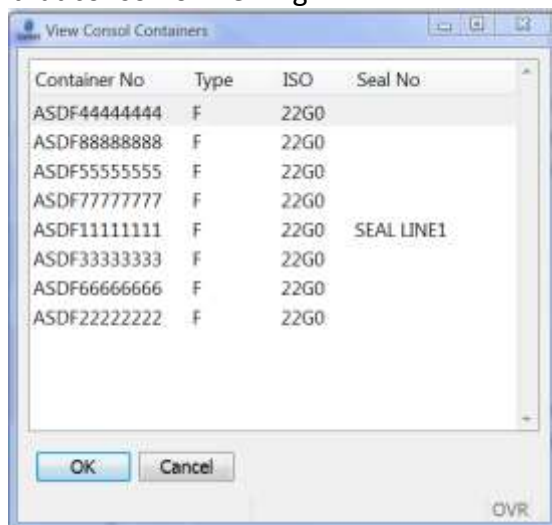
All other information in the new house bills will need to be added. Please update the house bill information as you require.

House Bills

Once users have created the Consol Registration then the View House Bills option allows users to create house bills.

View Consol Containers

Once users have created jobs with containers against the consol, this screen looks up all unique containers across all jobs for that consol for viewing.

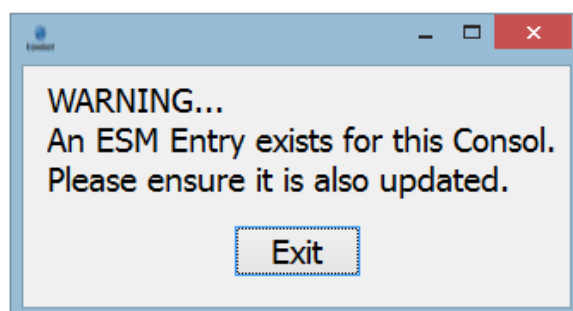


View EDNs Button

When the below button is selected it will direct the user to the EDN screen. If EDNs have been created and attached to the Consol, then it will show all the EDNs.




If an ESM exists against the Export Consol and the Consol is amended, then the following message is shown:

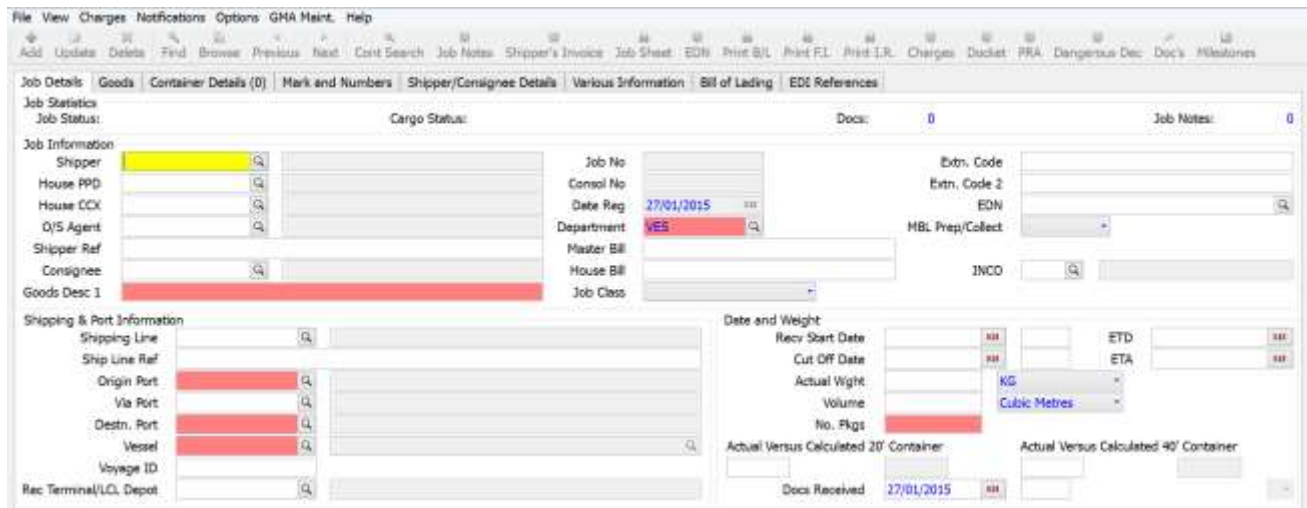


Creating a Job


When it is time for you to create a forwarding shipment, you can either enter this screen via the Consol Screen via the View House Bill Details button (see above) providing you have a consol selected, or from the Main Menu select **Export Sea Forwarding – Job Registration**


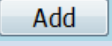
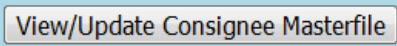
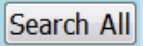



By clicking the  button or typing A will place the cursor in the input screen in Add Mode. See below:




NOTE: Specific Job fields will appear depending on what Module has been turned on; ACCOUNTING & CUSTOMS Module.



Field Name	Description	Validation	Default
Job Details Tab			
Shipper	<p>This is party that has requested the shipment of goods.</p> <p> Please Note: if The Customer's Credit Limit has been exceeded OR the Credit Limit is less than 0 in the Customer Masterfile, an additional popup message will appear informing the user that the customer has Exceeded their credit</p> <p>A customer must be set to Active and have a company type of Exporter in the Customer Masterfile to create a job.</p>	Mandatory	Blank
House PPD	This is the party that will be billed for the House Bill Shipment. This is generally the shipper in the origin country that pays for the shipment.	Mandatory (if House CCX is null)	Blank

Field Name	Description	Validation	Default
	A customer must be set to a company type of Debtor in the Customer Masterfile to be a valid entity		
House CCX	<p>This is the party that will be billed for the Shipment. This is generally the receiving party at the destination. Or can be the Agent overseas.</p> <p>A customer must be set to a company type of Debtor in the Customer Masterfile to be a valid entity</p>	Mandatory (if House PPD is null)	Blank
O/S Agent	This is the Overseas Agent (Forwarder) that is organising the shipment at the destination port	Optional	Consol Registration
Shipper Ref	This is the Shipper's Reference Number.	Optional	Blank
Consignee	<p>This is the Shipper's Consignee at the Destination Port. The party, to whom a consignment is dispatched, is having legal title to the goods. Use the  to search for Consignees already linked to the Shipper.</p> <p>Use the  button to create a new Export Consignee or  to check and update details of existing Consignees. If the Consignee already exists in the system but linked to a different shipper use the  button to find the Consignee and double click so that Expedient copies the details to the new Shipper together with any Notes</p>	Optional	Blank
Goods Description	This is a quick one line description of the cargo.	Mandatory	Blank
Job No	Expedient's Internal Reference and System generated when the OK Button is selected.	Mandatory	System Generated
Consol No	This is Expedient's Internal Reference and is populated if the Job is linked to the Consol.	Optional	Consol Registration
Date Reg	This is the Date of Job was Registered.	Mandatory	Current Date
Department	This is the Department in which the Job will be registered under.	Mandatory	Users Branch


Field Name	Description	Validation	Default
Master Bill	This is the Ocean Bill of the Shipment.	Optional	Consol Registration
House Bill	This is the House Bill number of the shipment.	Mandatory	Blank
Job Class	<p>This is the Class of the Job. Select from the following options:</p> <p>FCL - Full Container Load, generally but not always indicating that goods in the container are from one seller who packed the container, going to one buyer who will unpack the container.</p> <p>LCL/FAK - Less than Container Load, a small amount of cargo insufficient to on its own be economically shipped as FCL. It will be combined with other LCL cargo from other shippers going to the same destination port, into an FAK FCL.</p> <p>BREAKBULK - Non-containerized cargo.</p> <p>BULK CARGO – Larger Non-containerized cargo.</p> <p>FCX - Full container shipments from multiple suppliers for the one consignee.</p>	Mandatory	Blank
Extn. Code	This is the reference for the job in your global system. This may not be relevant at your site. You can update this field if you site permits it	Optional	System Generated
Extn. Code 2	This is the reference for the job in your global system. This may not be relevant at your site and this field may be hidden. You can update this field if you site permits it	Optional	System Generated
EDN	<p>Export Declaration Number. This field allows for an Exemption Code if the shipment calls for it, or leave blank for the EDN from Customs to populate this field (see Creating EDNs)</p> <p>Please Note: If you are adding Sub House Bills to this Job, then enter the CRN that the shipper has given you.</p>	Optional	Customs Message
MBL Prep/Coll	This is describes if the Ocean Bill is Prepaid or Collect	Mandatory	Blank
INCO	<p>This is the INCO Terms for the shipments.</p> <p>Use the  to search from the INCO Terms</p>	Optional	Blank

Field Name	Description	Validation	Default
Masterfile.			
Sold/Consigned (NZ Only)	Consignment Goods sent to be sold.	Mandatory	Blank
Shipping Line	This is the Shipping Line carrying the cargo. If this field is populated, then it will use this Customer Code to look up the Customer Masterfile; Shipping Line Tab to retrieve the PRA Shipping Line Code. When creating the PRA, the PRA Shipping Line Code will auto-populate in the Shipping Line field.	Optional	Consol Registration
Ship Line Ref	This is the Shipping Line's reference number	Optional	Consol Registration
Origin Port	This is the Port of Loading of the vessel	Optional	Consol Registration
Via Port	This is the Via Port of the vessel	Optional	Consol Registration
Destn. Port	This is the Port in which the feeder vessel will be discharged at.	Optional	Consol Registration
Vessel	This is the vessel carrying the cargo	Mandatory	Consol Registration
Voyage ID	This is the voyage number of the vessel	Optional	First port from Vessels Masterfile
Rec Terminal/LCL Depot	This is the code followed by the full name of the receiving Terminal or Depot for the Export. The zoom on this field will show different entities depending on the Job Class	Optional	Blank
Recv Start Date/Time	This is the Commencement date of when Cargo can be received by the Shipping Line	Optional	Vessel Masterfile
ETD	This is the Estimate Time of Departure	Optional	Vessel Masterfile
Cut Off Date/Time	This is the Cut Off Date of when Cargo is no longer received by the Shipping Line	Optional	Vessel Masterfile
ETA	This is the Date in which the vessel arrives at the Destination Port	Optional	Consol

Field Name	Description	Validation	Default
			Registration
Actual Wght	This is the actual weight of the cargo followed by the weight unit	Optional	Blank
Volume	This is the volume of the shipment followed by the volume unit	Optional	Blank
No. Pkgs	The number of pieces within the shipment	Mandatory	Blank
Actual Versus Calculated 20' Container	This is the number of 20 foot containers Versus the count of 20 foot containers that exist on the Job. This will appear red if this doesn't match the entered No. 20 Foot Containers.	Optional	Blank
Actual Versus Calculated 40' Container	This is the number of 40 foot containers Versus the count of 40 foot containers that exist on the Job. This will appear red if this doesn't match the entered No. 20 Foot Containers.	Optional	Blank
Docs Received	This is the date and time the Documents have been received	Optional	Today/Current Time
EDI Date	This is the date/time the EDI Manifest was sent	Optional	Blank
Sent	This determines whether the EDI Manifest has been sent.	Optional	Blank
Goods Tab			
<p> Please Note: The Bill of lading Prints use the data for LCL and FCL differently. See below rules:</p> <p>FCL jobs: Print all lines of goods description, pieces and weights from the goods tab. Print all containers from the containers tab including the pieces, weight and volume.</p> <p>LCL Jobs: Print all lines of goods description, pieces and weights from the goods tab. Print all containers from the containers tab WITHOUT the pieces, weights or volumes.</p>			
Pieces	This is the total amount of Pieces across all containers. This prints on the first line of the details section of the Bill of Lading.	Optional	Blank
Goods	This is the goods lines. This is unlimited number of lines and is printed on the Bill of Lading.	Mandatory	Blank
Net Wght	This is the total Net Weight across all containers and is printed on the Bill of Lading.	Optional	Blank
Gross Wght	This is the total Gross Weight across all containers and is printed on the Bill of Lading.	Optional	Blank

Field Name	Description	Validation	Default
Volume	This is the Total Volume across all containers and is printed on the Bill of Lading.	Optional	Blank
Container Details Tab			
Line No	Identifies the Line Number per container.	Read-Only Field.	
Bill Number (NZ Only)	This is the House Bill Number. It is auto-populated when adding a container number.	Mandatory	House Bill
Container	This is the container number.  Please Note: If the job is linked to a consol, the  icon will display to allow users to search from the list of Containers for other jobs on the Consol.	Conditional: Mandatory for a NZ user where the job type is FCL	Blank
F/L (NZ Only)	Container Type; FCL, LCL, Pallet, Empty, Separate.	Mandatory	Blank
Type (AU Only)	Container Type; FCL, LCL, Part.	Mandatory	Blank
Type (NZ Only)	Number Code to describe the NZ Container Type. Use the Zoom on this field to view/select from the list.	Mandatory	Blank
Size	The size of the container; using the ISO Container Codes. Use the Zoom on this field to view/select from the list.	Mandatory	Blank
Seal	The number on the Plastic/Metal strip that is used to seal the number after inspection.	Optional	Blank
Net Wght	Net Weight of the Container.	Optional	Blank
Gr Wght	This is the gross Weight of the container. Tare Weights for the container types are stored in Expedient.	Optional	Blank
Volume	Volume of the Container in Cubic Metres.	Optional	Blank
Pieces	Number of pieces within the container.	Optional	Blank
Pack Type (NZ Only)	This is what the cargo is packaged in. This information is retrieved from the Package Type field in the Job Details Tab on the Export Sea Job.	N/A	Package Type in Job Details Tab
PRA Electronic Status (AU Only)	Status of the PRA that has been raised against the Container.	N/A	Not Added Yet. (Populated when container entered)

Field Name	Description	Validation	Default
Marks and Numbers Tab			
Marks	These are remarks which are in relation to the Container Numbers.	Optional	Blank
Shipper/Consignee Details Tab			
Name	Shipper/Consignee for the House Bill.	Mandatory	Cust. MF/Export Consignees
Address 1	Shipper/Consignee first line of Address.	Mandatory	Cust. MF/Export Consignees
Address 2	Shipper/Consignee first line of Address.	Optional	Cust. MF/Export Consignees
Suburb	Shipper/Consignee Location.	Mandator	Cust. MF/Export Consignees
Country	Shipper/Consignee Country.	Mandatory	Cust. MF/Export Consignees
State	Shipper/Consignee State.	Optional	Cust. MF/Export Consignees
Zip	Shipper/Consignee Zip or PostCode.	Optional	Cust. MF/Export Consignees
Contact Details	Shipper’s Main Contact Number.	Conditional; Mandatory if the Contact Type is selected.	Cust. MF
Action Button			
Copy Address Details to B/L	If changes are made directly in the Consignee Group on the Shipper/Consignee Tab – selecting this button, will then apply them to the Consignee Details Group in the B/L Tab.		
Various Information Tab			
Free Domicile	"Free Domicile" is still a widely used pricing term to describe when the shipper pays all the applicable duties and all the transportation and other charges until	Optional	Blank

Field Name	Description	Validation	Default
	delivered to the buyer's premises. The term is being replaced by Inco term "DDP - Delivered Duty Paid ... named point of destination."		
Drawback	Is the Drawback Required?	Optional	No
Declared Val	This is the Value that Customs will use to define the value of duty paid (if applicable). This is printed on the Sea WayBill and Bill of Lading.	Optional	Blank
Phyto. No	This is the number on the Phytosanitary Certificate.	Optional	Blank
Field 1	This is available to store information relevant to this client and can be used in User Defined Auto Reports.	Optional	Blank
Field 2	This is available to store information relevant to this client and can be used in User Defined Auto Reports.	Optional	Blank
Field 3	This is available to store information relevant to this client and can be used in User Defined Auto Reports	Optional	Blank
Sales Person	This is the person responsible for the sales account for this client. This is automatically populated from the Debtors tab in the Customer Masterfile. Use  to update the sales person.	Optional	Customer Masterfile
Bill of Lading Tab - B/L Details (Sub Tab)			
Pre-Carriage	This is the Pre-Carriage Location. The movement that happens before the container is loaded on the vessel. This information is printed on the Interim Receipt, B/L, Forwarding Instruction, Certificate of Origin, Dangerous Goods, 27A & 8A Invoices.	Optional	Blank
Place of Acceptance	Place the receipt of the goods. This information is printed on the Interim Receipt, Bill of Lading & Forwarding Instruction.	Optional	Blank
Via Port	The Port description is auto-populated based on the code entered in the Via Port code field on the Job Details Tab. The user can then amend the description and add the country if required.	N/A	Via Port (Job Details Tab)

Field Name	Description	Validation	Default
Destination Port	The Port description is auto-populated based on the code entered in the Destn. Port code field on the Job Details Tab. The user can then amend the description and add the country if required.	N/A	Destination Port (Job Details Tab)
M.B Terms	These terms are printed on the Forwarding Instruction as an indicator on what B/L to raise. The following terms are shown in the drop down list; Copy Not Negotiable, Express Release, Original Bill, and Sea Waybill.	Optional	Blank
H.B Terms	These terms identify the type of bill of lading that are printed on the B/L if selected. The following terms are shown in the drop down list; Copy Not Negotiable, Express Release and Original Bill. If these H.B Terms are not selected then "ORIGINAL BILL REQUIRED" is printed on the Bill of Lading.	Optional	Blank
Hazardous	This identifies if the goods are hazardous cargo and printed on the Interim Receipt.	Optional	Blank
Service Type	This applies to the manner and the location of the cargo delivery and receipt in a container service. Auto-populated based on the Job Class. LCL – CFS/CFS FCL – CY/CY FCX – CFS/CY NOTE: The Service Type is printed on the Bill of Lading, Forwarding Instruction and Interim Receipt.	N/A	Job Class
No. Originals	This value indicates the number of Originals that will be printed for the Bill of Lading and Sea Waybill.	N/A	1
No. Copies	This value indicates the number of Copies that will be printed for the Bill of Lading and Sea Waybill.	N/A	3
Doc Issue Date	Date the Document was Issued. These details are shown on the B/L, Forwarding Instruction, Interim Receipt, Certificate of Origin, Dangerous Goods and 27A & 8A Invoices.	Optional	Blank
Place of Doc Issued	Place the Document was Issued. These details are shown on the B/L, Forwarding Instruction, Interim Receipt, Certificate of	Optional	Blank

Field Name	Description	Validation	Default
	Origin, Dangerous Goods and 27A & 8A Invoices.		
Rec. for Shipment / Ship O/B Date	This date indicates when the container was received for the Shipment or when it was shipped on board. This depends on what is selected when printing the Forwarding Instruction or Bill of Lading.	Optional	Blank
Frt Payable At	Freight Payable Location. This is auto-populated and is determined by the MBL Prep/Collect value. This information is shown on the B/L and Forwarding Instruction.	N/A	MBL Prep/Collect
Freight Charges	This determines where the Freight Charge is paid; Collect & Prepaid. Charge is printed on the Forwarding Instruction & Bill of Lading if selected.	Optional	Blank
Origin Charges	This determines where the Origin Charge is paid; Collect & Prepaid. Charge is printed on the Forwarding Instruction & Bill of Lading if selected.	Optional	Blank
Destin Charges	This determines where the Destination Charge is paid; Collect & Prepaid. Charge is printed on the Forwarding Instruction & Bill of Lading if selected.	Optional	Blank
Shipper's Load	This indicates that the contents of the container were loaded and counted by the Shipper. This information is printed on the Bill of Lading and Forwarding Instruction.	Optional	Blank
Letter of Credit	This serves as a guarantee that the goods will be paid. This information is not printed on any document. If selected, the headings on the B/L will appear depending on the values selected. If Letter of Credit = YES or NO & Board Bills = YES, then headings do not change on the Bill of Lading. If Letter of Credit = NO & Board Bills = No, then headings change to "Intended" on the Bill of Lading.	Optional	Blank
Buyer's Reference	An Internal Reference for the Buyer. This information is printed on the 27A & 8A Invoices.	Optional	Blank
% of Origin Manufacturer	If products are manufactured in more than one country. This information is printed on	Optional	Blank

Field Name	Description	Validation	Default
the Certificate of Origin.			
Address Details (Sub Tab) – Shipper, Consignee, Notify Party & Delivery Name & Address			
Name	Name of the Shipper, Consignee, Notify Party and Delivery Agent.	N/A	N/A
Details	Address details of the Shipper, Consignee, Notify Party and Delivery Agent.	N/A	N/A
The <div>Copy Consignee Details</div> button on the Notify Party group allows you to copy exactly the information in the Consignee fields. Any changes made in the Consignee fields can be copied to the Notify Party fields using this button.			
Special Instructions (Sub Tab)			
Forwarding Instruction	Extra Information that is printed on the Forwarding Instruction.	Optional	Blank
Interim Receipt	Extra Information that is printed on the Interim Receipt.	Optional	Blank
Dangerous Goods (Sub Tab)			
24 Hour Contact No	This is an emergency contact number for the Dangerous Goods. This information is printed on the Dangerous Goods Document.	Optional	Blank
Signatory Name	Person signing the document is declaring the information on the document is true. This information is printed on the Dangerous Goods Document.	Optional	Blank
Additional Handling Information	Extra Handling Information that is printed on the Dangerous Goods Document.	Optional	Blank
EDI References			
Reference Name	This is the Reference Name used in the EDI.	Optional	Blank
Reference Value	This is the Reference Value used in the EDI.	Optional	Blank

Field Name	Description	Validation	Default
Added By	The User Name who entered the details in the Reference Name and Reference Value fields is auto-populated in this field.	Optional	Blank
Added On	The Date that the details in the Reference Name and Reference Value fields is auto-populated in this field.	Optional	Blank

Update Consol

This option allows the Job to be linked to a Consol or moved to an alternative Consol. Select the **ALTER Consol** button at the bottom of the screen to access the Consol No field and enter the consol to link the job to, or change to a new consol if the job is to be moved to a difference consol. Select the **NULLIFY Consol** button to remove the Consol No completely from the job.

Container Details - Load File

You are able to load a CSV file from your desktop directly into the Container Details tab, as long as the data conforms to the required format documented below.

To use this feature: Register the Export Sea Job and click on the **Load File** button that appears at the bottom of the Container Details tab. You can then browse to the required .CSV file and click on the Open button. The load process will advise you if the load was successful. Click on Exit to see the containers loaded into the screen. If there is an error in the file, e.g. there is missing information which is mandatory, you will get a message explaining the problem.

The file format must be:

A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

Column	Description	Validation	Field Format
A	Container Number	Mandatory	General
B	Type	Mandatory	General
C	Size	Mandatory	General
D	Seal	Optional	General
E	Net Wght	Optional	General
F	Gr Wght	Optional	General
G	Volume	Optional	General
H	Pieces	Optional	General

A file example:

ABCD1234567,FCL,22P3,12345,123.45,2245,321,634

NZ - The file format must be:

A comma separated values (.csv) file (easily created in Microsoft Excel)

The data must be in the following order:

Column	Description	Validation	Field Format
A	Bill Number	Mandatory	General
B	Container Number	Mandatory	General
C	Load Type accepted codes F – FCL L – LCL E – Empty P – Pallet S - Separate	Mandatory	General
D	Type	Optional	General
E	Size	Mandatory	General
F	Seal	Optional	General
G	Net Wght	Optional	General
H	Gr Wght	Optional	General
I	Pieces	Optional	General

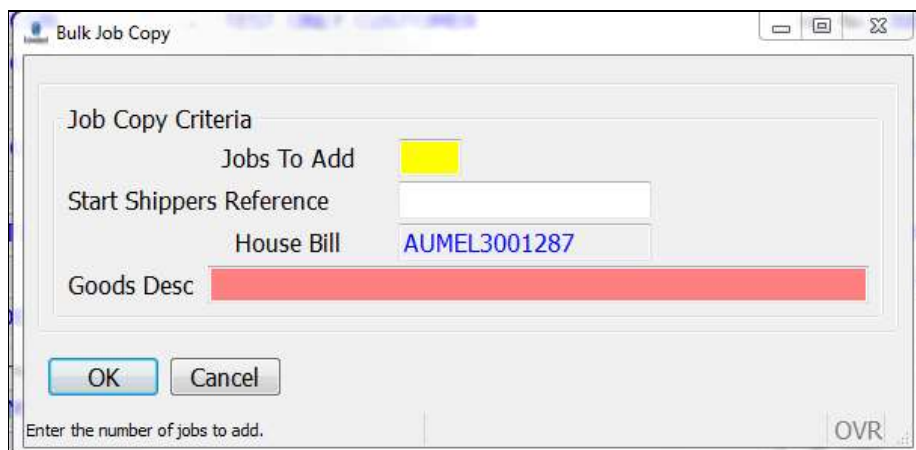
A file example:

BILL NUMBER 1,ABCD1234567,F,15,22G0,12345,55,7500,900

Bulk Copy Job

This option allows multiple copies to be made of the house bill currently on the screen.

Once the below Bulk Copy Job is executed, the number of Jobs copied are shown in the Export Sea Job Registration.



Field Name	Description	Validation	Default
Jobs to Add	This is the number of new jobs you want to create	Mandatory	Blank

Field Name	Description	Validation	Default
Start Shippers Reference	This is the reference for the shipper. This number will increase by 1 for every copy you have requested e.g. if you request 10 Jobs to Add and provide the Start Shipper's Reference as 1000, the first new job created will have shipper's reference 1001, the 10 th new job created will have Shipper Reference 1010.	Decimal	Blank
House Bill	This identifies the house bill you are making bulk copies from	System Generated	House Bill Number
Goods Desc	This is the Goods Description which will appear on all the new bulk copies of the house bill	Mandatory	Blank

The information copied from the original house bill in this process is as follows:

- Shipper
- House PPD or House CCX Shipper
- O/S Agent
- Consignee
- Department
- Job Class
- Shipping Line
- Origin
- Via Port
- Destination Port
- O.Bill Prep/Coll
- INCOTERMS
- Consignee Name and Address Details

The following information is defaulted:

- Date of Registration
- Department
- No. of Pieces

Please update the job information as required.

Configuring Pop Up Notes

Expedient allows users to configure what type of notes to pop up at a customer level. The following pop up notes can be configured via the Customer Masterfile (Configuration Tab):

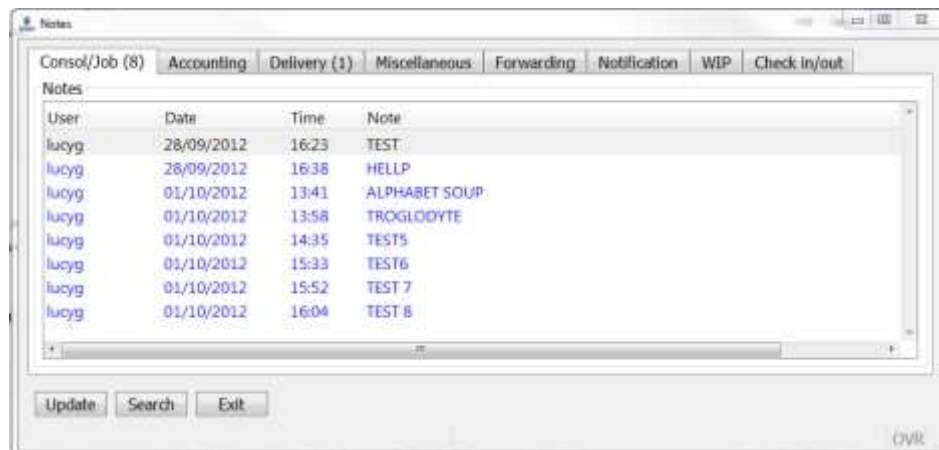
- Export Sea Consol Registration Notes – each time a user adds/updates a consol, the Customer's Export Sea Consol Registration Notes will pop up
- Export Sea Consol Registration Notes – each time a user adds/updates a consol, the Agent Notes will pop up
- Export Sea Job Registration Notes – each time a user adds/updates a Job, the Customer's Export Sea Job Registration Notes will pop up

Accounting Module only:

- Prepare Charges – each time a user prepares charges, the Customer's Invoice Notes will pop up
- Create Invoice - each time a user creates an invoice, the Customer's Invoice Notes will pop up

Job Notes

The Notes screen allows users to enter any further Job Notes. Use the Consol Notes option to view any notes saved against the Consol.

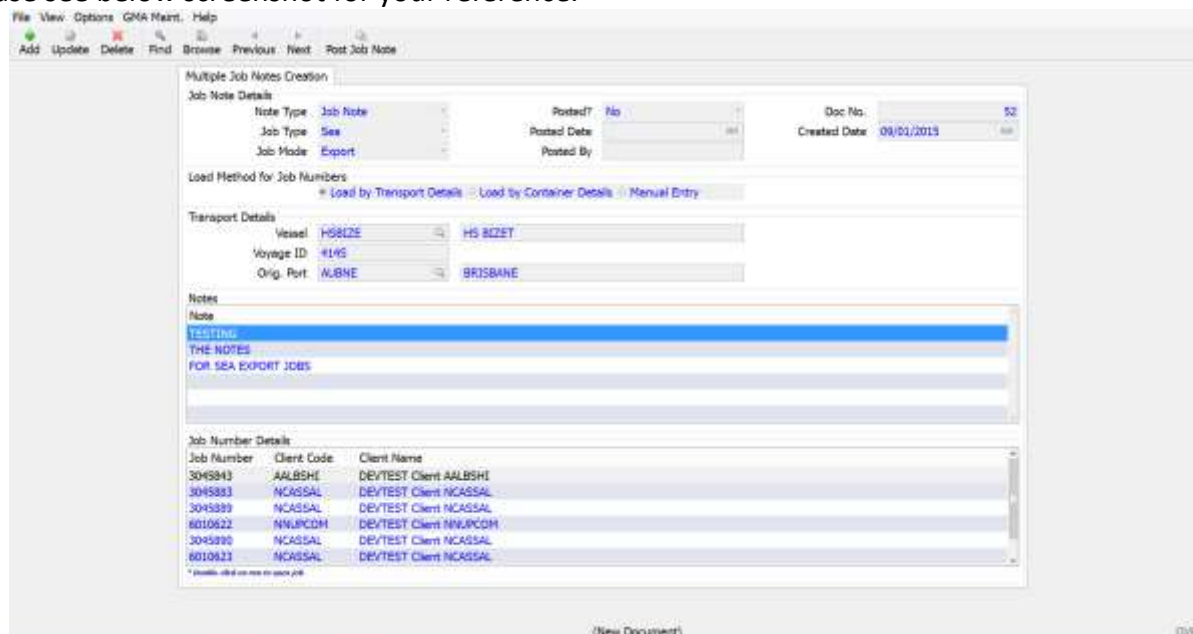


User	Date	Time	Note
lucyg	28/09/2012	16:23	TEST
lucyg	28/09/2012	16:38	HELLP
lucyg	01/10/2012	13:41	ALPHABET SOUP
lucyg	01/10/2012	13:58	TROGLDYTE
lucyg	01/10/2012	14:35	TEST5
lucyg	01/10/2012	15:33	TEST6
lucyg	01/10/2012	15:52	TEST 7
lucyg	01/10/2012	16:04	TEST 8

Multiple Job Note Creation

This screen is available from the Sundry Module and allows the user to update a Single Note Type against multiple Job Numbers in one action.

Please see below screenshot for your reference.



Multiple Job Notes Creation

Job Note Details

Note Type: Job Note
Job Type: Sea
Job Mode: Export

Posted? No
Posted Date:
Posted By:
Doc No: 52
Created Date: 09/01/2013

Load Method for Job Numbers
Load by Transport Details Load by Container Details Manual Entry

Transport Details

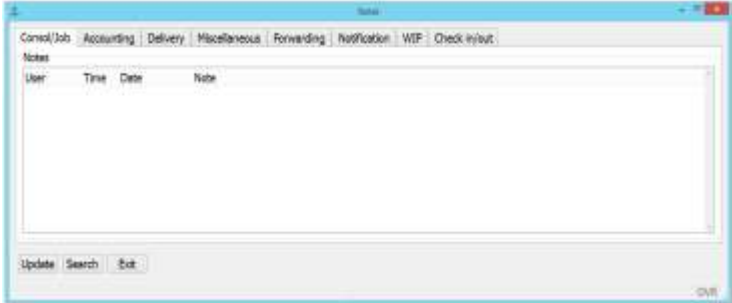
Vessel: H5812E
Voyage ID: 4145
Orig. Port: AUBNE

Notes

Note
TESTING
THE NOTES
FOR SEA EXPORT JOBS

Job Number Details

Job Number	Client Code	Client Name
3045843	AALBSHI	DEVTEST Client AALBSHI
3045883	NCASSAL	DEVTEST Client NCASSAL
3045889	NCASSAL	DEVTEST Client NCASSAL
6010622	NNUPCOM	DEVTEST Client NNUPCOM
3045890	NCASSAL	DEVTEST Client NCASSAL
6010623	NCASSAL	DEVTEST Client NCASSAL

Field Name	Description	Validation	Default
Job Note Details Group			
Note Type	Select Note Type; Accounting, Delivery, Job, Miscellaneous, Forwarding, Notification, WIP, Check In/Out. When Posted, the notes will then show on the specific tab in the Notes. 	Mandatory	Blank
Job Type	Select Air or Sea. This section criteria is not applicable for Manual Entry.	Mandatory	Blank
Job Mode	Select Import or Export. This selection criteria is not applicable for Manual Entry.	Mandatory	Blank
Posted?	Indicates if the record has been Posted. Yes and No values. Read-Only field. NOTE: You cannot UPDATE or DELETE a Posted Entry.	System Generated	N/A
Posted Date	The Date the record was Posted. Read-Only field.	System Generated	N/A
Posted By	The UserID that Posted the record. Read-Only field.	System Generated	N/A
Doc No.	Internal Reference Number. Generated when the record is Saved. Read-Only field.	System Generated	Unique Document Number
Created Date	Date the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Date
Load Method for Job Numbers			
Load by Transport Details	Option to retrieve/load the Job Numbers using the Transport Details from the Import/Export Jobs. When this method is selected it will show the details in the Transport Details Group. NOTE: ONLY looks at data in the last 180days that match the criteria entered.	Mandatory	N/A

Field Name	Description	Validation	Default
Load by Container Details	Option to retrieve/load the Job Numbers using the Container Number that has been attached to the Import/Export Jobs. When this method is selected it will show the details in the Container Details Group. NOTE: If Air Import or Air Export has been selected then this Load Method is not applicable.	Mandatory	N/A
Manual Entry	This allows the user to add the Job Numbers manually in the Job Number Details Group. NOTE: The Job Type and Job Mode are not applicable for this Load Method.	Mandatory	N/A
<p style="text-align: center;">Transport Details Group (ONLY looks at data in the last 180days) ALL fields in this Group MUST be populated for the Job Numbers to be retrieved/loaded that match the criteria entered. If there are Job Numbers where these fields are blank then they will not be shown. NOTE: Once the Job Numbers are retrieved, the system still allows you to manually add Job Numbers of any Job Type & Job Mode.</p>			
Vessel / Airline	The Vessel or Airline field will be shown depending on the Job Type selected. Vessel – Vessel field from the Sea Import/Export Job Screen. Airline – Airline Code 1 / Airline fields from the Air Import/Export Job Screen. NOTE: The condition of the Vessel Code field & Description field depends if 1-Stop Module is turned on or off (AU) and Customs Module is turned on or off (NZ).	Mandatory	Blank
Voyage ID / Flight No	The Voyage ID or Flight No field will be shown depending on the Job Type selected. Voyage ID – Voy ID / Voyage ID fields from the Sea Import/Export Job Screen. Flight No – Flight No 1 / Flt No fields from the Air Import/Export Job Screen.	Mandatory	Blank
ETA Dest / ETD 1	The ETA Dest or ETD 1 field will be shown depending on the Job Type & Job Mode selected. ETA Dest – ETA Dest field from the Air Import Job Screen. ETD 1 – ETD 1 field from the Air Export Job Screen.	Mandatory	Blank

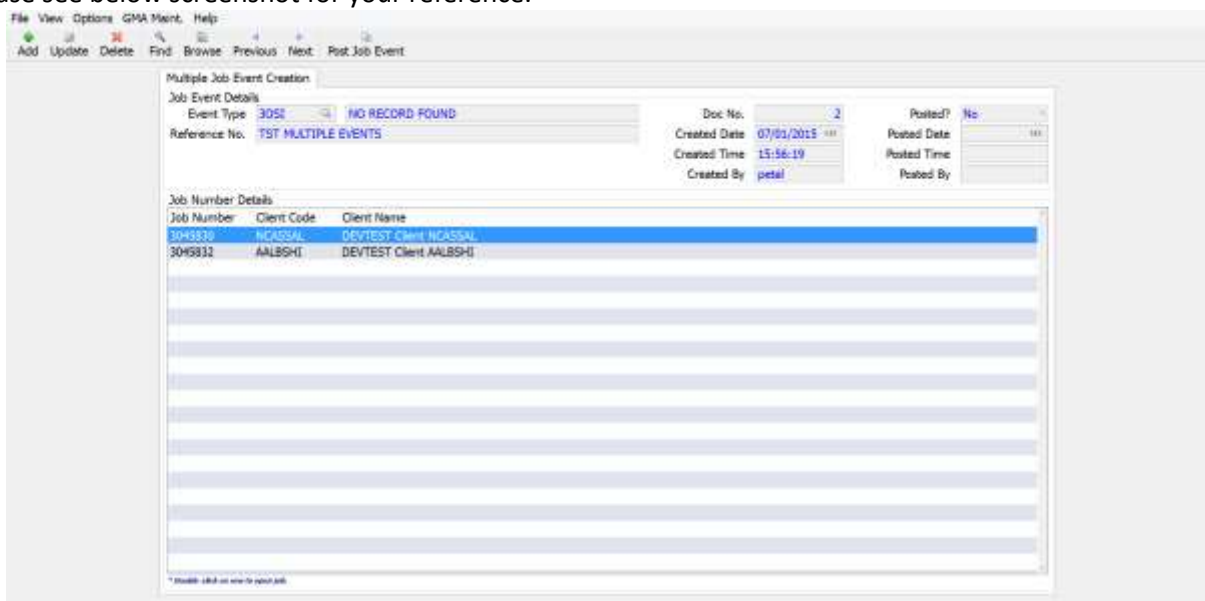
Field Name	Description	Validation	Default
Dest. Port / Orig. Port	The Dest. Port or Orig. Port field will be shown depending on the Job Mode selected. Dest. Port – Dest Port / Destn Port from the Sea/Air Import Job Screen. Orig. Port – Origin Code Port from the Sea/Air Export Job Screen.	Mandatory	Blank
Container Details Group NOTE: Once the Job Numbers are retrieved, the system still allows you to manually add Job Numbers of any Job Type & Job Mode.			
Container No.	This is the Container Number that is attached to the Sea Import/Export Job in the Container Details Tab.	Mandatory	Blank
Manual Entry This Load Method allows the user to add the Job Numbers Manually.			
Notes Group			
Notes	Enter in appropriate Notes. Once the record is posted, the notes will then be updated on the specific Note Tab (depending on Note Type selected) of the Notes screen, against the Job Numbers that were entered in the Job Number Details Group. 55 characters permitted per line. Unlimited number of lines.	Mandatory	Blank
Job Number Details Group			
Job Number	The Job Number can be auto-populated via the Transport Details or Container Details Load Methods. The Job can also be manually entered if the Manual Entry Load Method is selected. The Notes entered will apply against these Job Numbers listed. NOTE: You can amend the Job Numbers added via the Insert, Append and Delete buttons shown at the foot of the screen, when the Job Number line is selected. Once the record has been saved, you can double click on the row and it will direct the user to the Job Number selected.	Mandatory	Blank
Client Code	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Client Name	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Action Buttons/Links			

Field Name	Description	Validation	Default
Post Job Note	<p>When this button is selected, it will then apply the Note to the Job Numbers listed in the Job Number Details Group.</p> <p>It will change the indicator in the 'Posted?' Field from No to Yes. The record will still exist in this screen as a view only.</p> <p>The user can view the Entry added via the Job Notes window in the Import Job screen.</p> <p>NOTE: You cannot UPDATE or DELETE a Posted Entry.</p>		
Duplicate Job Note	<p>The system allows you to copy a Posted and Non-Posted record.</p> <p>If you Copy a Posted record then it will update the record with a new Doc No and set the 'Posted?' indicator</p> <p>(Positioned in the Options Menu)</p>		
OK Button	<p>When the OK button is selected, you have the option to Post the entry each time the record is Saved. The following message will be shown:</p> <p><i>"Do you wish to post this job note now?"</i></p> <p>If YES, then the record will be Posted and the 'Posted?' field will show YES, along with the Posted Date, Posted Time and Posted By fields being populated.</p> <p>If NO, then the record will be Saved but NOT Posted and the 'Posted?' field will show NO.</p>		

Multiple Job Note Creation

This screen is available from the Sundry Module and allows the user to update a Single Event Type and associated Reference No. against multiple Job Numbers in one action.

Please see below screenshot for your reference.



Multiple Job Event Creation

Job Event Details

Event Type: 3052 NO RECORD FOUND

Reference No.: TST MULTIPLE EVENTS

Doc No.: 2

Created Date: 07/01/2015

Created Time: 15:56:19

Created By: petal

Posted?: No

Posted Date:

Posted Time:

Posted By:

Job Number Details

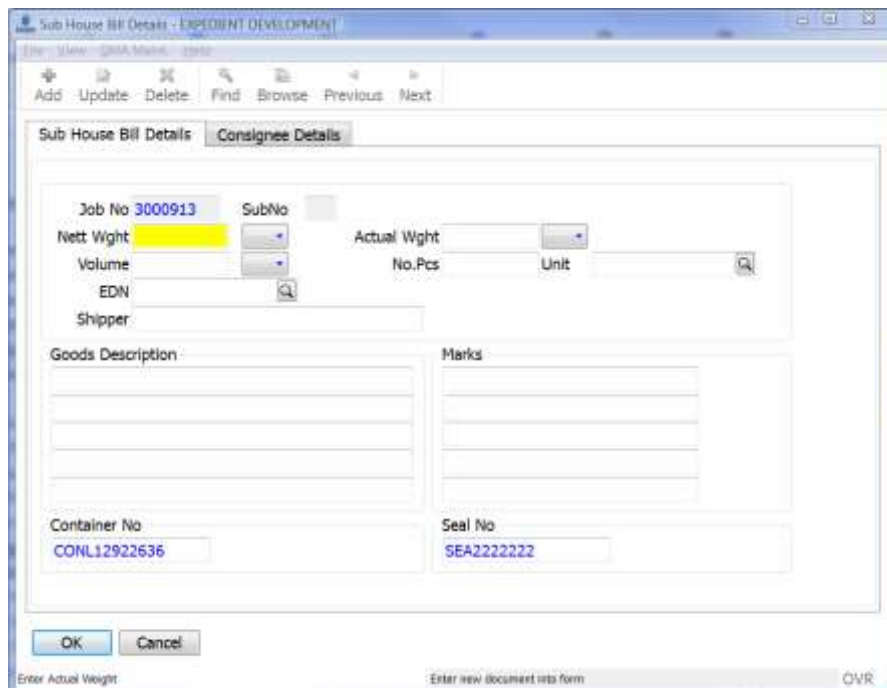
Job Number	Client Code	Client Name
3049330	NCASSAL	DEVTEST Client NCASSAL
3049332	ANLBST	DEVTEST Client ANLBST

Field Name	Description	Validation	Default
Job Event Details Group			
Event Type	Select the zoom to access the list of Event Types. The Event selected, will then be applied against the Job Number listed in the Job Number Details Group once Posted.	Mandatory	Blank
Reference No.	Enter a Reference Number that is associated with the Event selected. This will then be applied against the Job Number listed in the Job Number Details Group once Posted. Accept max. 20 characters.	Optional	Blank
Doc No.	Internal Reference Number. Generated when the record is Saved. Read-Only field.	System Generated	Unique Document Number
Created Date	Date the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Date
Created Time	Time the record was created. Auto-populates in ADD Mode. Read-Only field.	System Generated	Current Time
Created By	UserID who created the record. Read-Only field.	System Generated	N/A
Posted?	Indicates if the record has been Posted. Yes and No values. Read-Only field. NOTE: You cannot UPDATE or DELETE a Posted Entry.	System Generated	N/A
Posted Date	The Date the record was Posted. Read-Only field.	System Generated	N/A
Posted Time	The Time the record was Posted. Read-Only field.	System Generated	N/A
Posted By	The UserID that Posted the record. Read-Only field.	System Generated	N/A
Job Number Details Group			
Job Number	Manually enter the Job Number that you want to apply the Event Type too. NOTE: You can amend the Job Numbers added via the Insert, Append and Delete buttons shown at the foot of the screen. NOTE: Once the record has been saved, you can double click on the row and it will direct the user to the Job No selected.	Mandatory	Blank
Client Code	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Client Name	Auto-populated when the Job Number is entered. Read-Only field.	Mandatory	Retrieved from associated Job
Action Buttons			

Field Name	Description	Validation	Default
Post Job Event	<p>When this button is selected, it will then apply the Event to the Job Numbers listed in the Job Number Details Group.</p> <p>It will change the indicator in the 'Posted?' Field from No to Yes. The record will still exist in this screen as a view only.</p> <p>The user can view the Entry added via the View/Add Events window in the Export Job screen.</p> <p>NOTE: You cannot UPDATE or DELETE a Posted Entry.</p>		
OK Button	<p>When the OK button is selected, you have the option to Post the entry each time the record is Saved. The following message will be shown:</p> <p><i>"Do you wish to post this job event now?"</i></p> <p>If YES, then the record will be Posted and the 'Posted?' field will show YES, along with the Posted Date, Posted Time and Posted By fields being populated.</p> <p>If NO, then the record will be Saved but NOT Posted and the 'Posted?' field will show NO.</p>		

Sub House Bills

Expedient allows for Sub House Bills to be entered and printed. The normal process of adding a job is required with some variations. In the Description of Goods field type in "As per Sub Houses". Once you have saved the job, select Options – "Sub House Bills". This will display the Sub House Bill Details Screen, see below:



Field Name	Description	Validation	Default
Job Number	This is Expedient's internal reference	Mandatory	Job Registration
Actual Weight/Unit	This is the actual weight of the sub house bill	Mandatory	Blank
Volume/Unit	This is the volume of the sub house bill	Mandatory	Blank
No.Pcs	This is the number of Pieces on the sub house bill	Mandatory	Blank
EDN	This is EDN in which the shipper has provided you with, this must be a valid value with the correct Check Digits, e.g.: AAKYN97PJ	Optional	Blank
Shipper	This is the Shipper who is utilising your wholesale service	Optional	Blank

The shipper must provide you with a CRN (a number of EDNs reported together to Customs), enter this into the front Job Registration Screen in the EDN field.

Complete the same process with your consol to report the CRN to Customs that advises them that it is going in your container; Customs then come back with a CRN for your container.

When printing the Bill of Lading, if the Shipment is an LCL Shipment and contains sub House Bill Data it will print the container, EDN and goods information from the Sub House Bill Screen for the shipper you are performing the wholesale work for.

The following documents are now placed in the Options menu of the Export Sea Job Registration:

Bill of Lading

FCL

- Prints all lines on the Goods Description field from the Goods Tab
- Prints the first line of the Net Wgt, Gross Wgt, Volume and Pieces from the goods tab
- Prints all Pieces, Containers, Seal Numbers, Net Wgt, Gross Wgt and Volume from the Containers screen
- Prints all lines of Marks and Numbers, commencing in line with the Container Numbers.

See below Goods tab from the Job Registration Screen:

See below Goods tab from the Job Registration screen:

Job Details	Goods	Consignee Details		
Goods Information				
Pieces	Goods	Net Wgt	Gross Wgt	Volume
88	FREEZE DRIED CUBES AND ARTICLES FOR THE USE OF INTERNAL GOVERNMENT USES THAT ARE CONFIDENTIAL	12.000	22.000	669.000

See below Containers Input Screen:

Container Information						
Container	ISO	Seal	Net Wght	Gr Wght	Volume	Pieces
CONL3939339	F 48P0	SEA393939	123.000	128.000	99.000	20
CON38373777	F 48P0	SEI39337874	33.000	34.000	88.000	68

See below Bill of Lading Print:

Marks & Numbers	No. of Pkgs	Description of Goods & Pkgs:	Nett KG	Gross KG	Meas. M3
	88	FREEZE DRIED CUBES AND ARTICLES THE USE OF INTERNAL GOVERNMENT THAT ARE CONFIDENTIAL CONTAINER NOS SEALNOS	12.000	22.000	669.000
MARKS11111111111111111111111111111111	20	CONL3939339 SEA393939	123.000	128.000	99.000
MARKS22222222222222222222222222222222	68	CON38373777 SEI39337874	33.000	34.000	88.000
MARKS33333333333333333333333333333333					
		FREIGHT PREPAID ORIGINAL BILL REQUIRED Shipped on Board 01/04/2011 TERMS = LSFJKJDF			

LCL

- Prints all lines of the Goods, Pieces, Net Wgt, Gross Wgt and Volume fields from the Goods Tab
- Print all lines of Goods, pieces and weights from the goods tab
- Print all Containers and Seal Numbers from the Containers Screen without the pieces, weights or volumes
- Print all lines of the Marks and Numbers in line with the Goods.

See below Goods tab:

Job Details Goods Consignee Details				
Goods Information				
Pieces	Goods	Net Wgt	Gross Wgt	Volume
	2 CUPS	100.000	100.000	0.500
	5 SAUCERS	33.000	33.000	33.000
	9 FORKS	99.000	77.000	99.000
	11 SPOONS	11.000	77.000	767.000

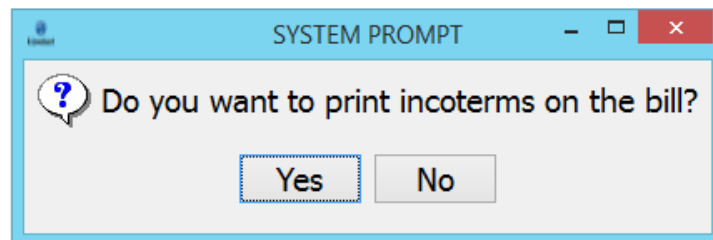
See below Containers Input Screen:

Container Information		
Container	ISO	Seal
CONL39393939	F 42G0	SEAL39339
CONL83762593	F 42G0	SEL3483747
CON38383377	F 42G0	SEAL38937470
CONL83763649	F 42G0	SEAL393939

See below Bill of Lading Print:

Marks & Numbers	No. of Pkgs	Description of Goods & Pkgs:	Nett KG	Gross KG	Meas. M3
MARKS LINE 111111	2	CUPS	100.000	100.000	.500
222222222222222222	5	SAUCERS	33.000	33.000	33.000
333333333333333333	9	FORKS	99.000	77.000	99.000
444444444444444444	11	SPOONS	11.000	77.000	767.000
<div> <div>CONTAINER NOS</div> <div>SEALNOS</div> <div>CONL39393939</div> <div>SEAL39339</div> <div>CONL83762593</div> <div>SEL3483747</div> <div>CON38383377</div> <div>SEAL38937470</div> <div>CONL83763649</div> <div>SEAL393939</div> </div>					

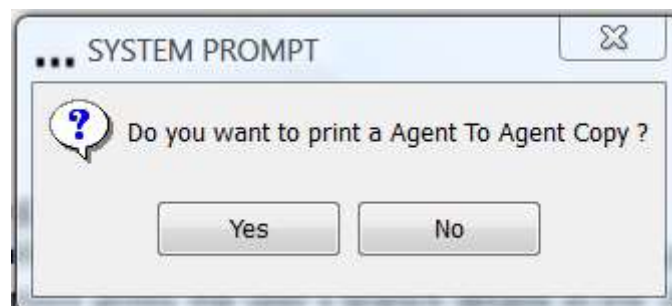
The user will be given the option to print the INCO Terms from the Export Job. The following message will be shown if the INCO Terms exist.



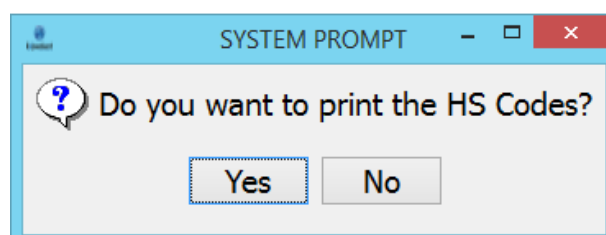
Forwarding Instruction

The Forwarding Instruction uses the same FCL / LCL printing rules as the Bill of Lading. (see above) Expedient allows users to print a Shipper or Agent to Agent version of the Forwarding Instruction. The agent to agent version prints the user's branch details in the Shipper Field instead of the actual Shipper.

When users print a Forwarding Instruction the following message appears:



The user will be given the option to print the AHECC and associated Permits from the Export Job as an attachment to the Forwarding Instruction. The following message will only be shown if an EDN has been created against the Export Sea Job. (AU Only)



If an EDN exists only, then the Customs Response is shown in the print out.

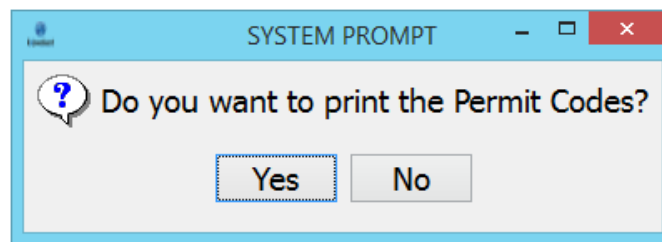
If an ESM and EDN exists, then the ESM is shown in the print out.

NOTE: The EDN and ESM will not be shown together.

Interim Receipt

The Interim Receipt uses the same FCL / LCL rules as the Bill of Lading.

The user will be given the option to print the Permits from the EDN as an attachment to the Interim Receipt. The following message will only be shown if an EDN has been created against the Export Sea Job. (AU Only)



If an EDN exists only, then the Customs Response is shown in the print out.

If an ESM and EDN exists, then the ESM is shown in the print out.

NOTE: The EDN and ESM will not be shown together.

Certificate of Origin/Dangerous Goods

The Certificate of Origin and the Dangerous Goods uses the following rules:

- Print the number of Pkgs from the Export Sea Job screen
- Print all lines of Goods, Gross Wgt and Volume from the Goods Tab
- Print all lines of Containers and Seal Numbers from the Containers Screen
- Print all lines of Marks and Numbers.

Additional information can be added to the Dangerous Goods Form, MO41 including the 24 Hour Contact No and additional Handling Information.

Sea Waybill

The H.B Term defaults to "Express Release" on the Sea Waybill print out.

ISF Form

The ISF Form is used for any Export Shipments to the U.S. This form outlines the mandatory requirements to file the ISF Form with their U.S Agent.

The ISF Form Link (Options Menu) is enabled if the Via Port or Destination Port fields are populated with a U.S Port.

Field Name	Description	Validation	Default
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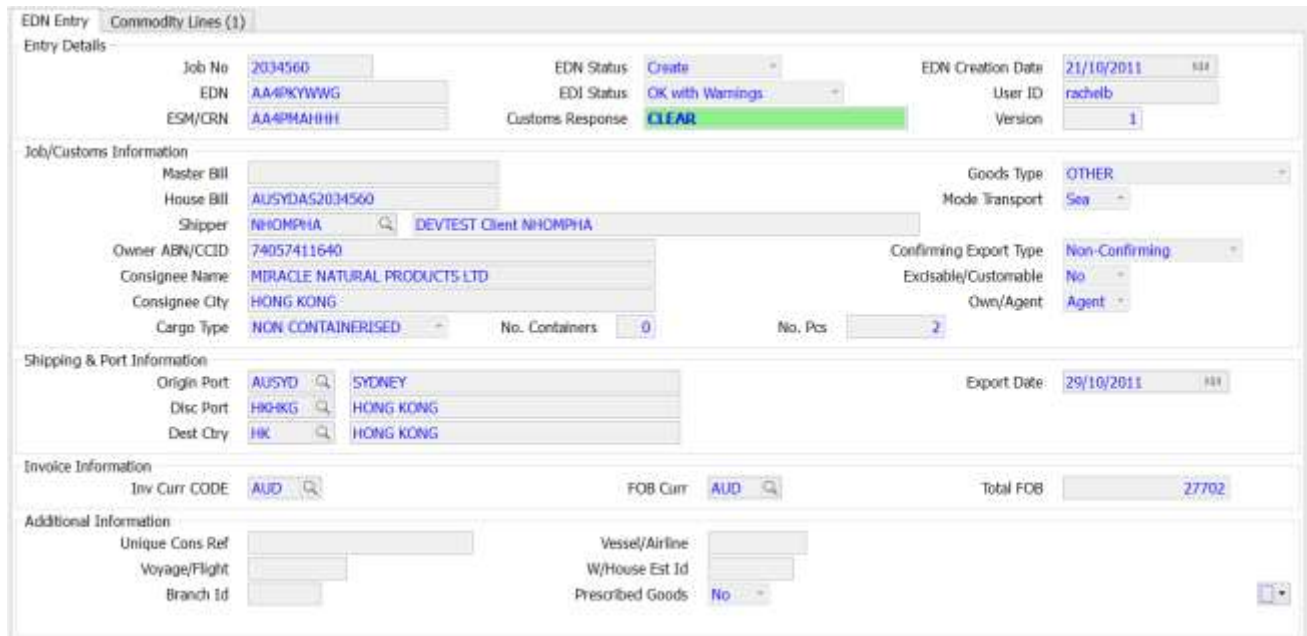
Vessel Name	Name of the Vessel that will arrive in the U.S.	N/A	Vessel Name Description field in Export Sea Job
Voyage Number	Voyage ID associated with the Vessel.	N/A	Voyage ID field in Export Sea Job
Vessel Load Date	The date the cargo was loaded on the Vessel to the U.S.	N/A	Ship O/B Date field from Export Sea Job
U.S Arrival Port	The Port the Vessel arrives in the U.S.	N/A	Blank
Vessel Departure Date	The date the Vessel left the loading Terminal ex Australia.	N/A	ETD field from Export Sea Job
Master Bill	The Ocean Bill Number for the Shipment.	N/A	Master Bill from Export Sea Job
U.S Arrival Date	The Date the Vessel arrives in the U.S.	N/A	Blank
House Bill	The House Bill Number for the Shipment.	N/A	House Bill from Export Sea Job
Supplier/Manufacturer	Name and Address of the entity that last manufactures, assembles, produces or grows the commodity.	N/A	Shipper field in Export Sea Job
Seller	Name and Address of the last known entity by whom the goods are sold or agreed to be sold.	N/A	Shipper field in Export Sea Job
Consolidation/Forwarder	Name and Address of the Party who arranged for the stuffing of the container.	N/A	Shipping Line field in Export Sea Job
Container Stuffing Location	Name and Address of the physical location where the goods were stuffed into the container.	N/A	Rec. Terminal / LCL Depot field in Export Sea Job

Importer of Record	Party causing the goods to enter the U.S (ISF Importer). The IRN (Importer of Record Number) is the Internal Revenue Service (IRS) Number, Employer ID Number (EIN) or Social Security Number (SSN).	N/A	Blank
Buyer	Name and Address of the last known entity to whom the goods are sold or agreed to be sold.	N/A	Consignee Group (B/L Tab)
Ship To Party/Consignee	Name and Address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from Customs Custody.	N/A	Consignee Group (B/L Group)
Consignee Number	Name and Address of the individual or company whose account the merchandise is shipped. The IRN (Importer of Record Number) is the Internal Revenue Service (IRS) Number, Employer ID Number (EIN) or Social Security Number (SSN).	N/A	Blank
Commodity HTS Number	AHECC Code from the EDN screen. Must provide to the 6-digit level.	N/A	AHECC Codes from the EDN
Country of Origin	Country of manufacturer, production or growth of the cargo.	N/A	Origin Port Code in Export Sea Job


Export CMR Functions

EDNs



Export Declaration Number (EDN) can be created from the Job Registration Screen via the EDN Details Button, from the Main Menu under Sea Export Forwarding / CMR Functions / EDN Entry Screen, or from the Pick List screen where your site uses the Bond Warehouse module.



Field Name	Description	Validation	Default
EDN Entry Tab – Entry Details Group			
Job No	This is Expedient's Internal Reference.	Mandatory	Job Registration
EDN	This is the Export Declaration Number and is updated based on a successful response from Customs. This is also updated in the EDN field in the Export Job Registration.	N/A	N/A
ESM / CRN	This is the Customs Authority Number and is updated on a successful response from Customs for the ESM. NOTE: This information is also shown on the ESM screen.	N/A	N/A
EDN Status	Current status of the EDN. These consist of the following statuses: (1) Create (2) Replace (3) Withdrawn	N/A	N/A

Field Name	Description	Validation	Default
EDI Status	Current status of the EDI. These consist of the following Customs statuses: (1) Not Submitted (2) *Being Submitted (3) Failed (4) In Progress (5) Submitted (6) OK with Warnings	N/A	N/A
Customs Response	Customs Response. This is updated based on a response from Customs to the EDN message.	N/A	N/A
EDN Creation Date	This is the date of the original EDN created. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
User ID	User ID who originally submitted the EDN to Customs. Any future changes to the EDN can be viewed in the EDI History screen. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
Version	Version of the Message that is sent to Customs. This figure only changes when the EDN message is submitted to Customs. This field is system generated and disabled in ADD and UPDATE Mode.	N/A	N/A
EDN Entry Tab – Job Customs Information Group			
Master Bill	Master Bill for shipment. This information is retrieved from the Master Bill field in the Export Job Registration.	Mandatory	Job Registration
House Bill	House Bill Number for shipment. This information is retrieved from the House Bill field in the Export Job Registration.	Mandatory	Job Registration
Shipper	This is the company that is shipping the cargo. This information is retrieved from the Shipper field in the Export Job Registration. You can also access the  (Zoom Function) to search from the Client Masterfile.	Mandatory	Job Registration
Owner ABN /CCID	Account Business Number for the Shipper. This information is retrieved from the ABN field in the Client Masterfile.	Mandatory	Customer Masterfile

Field Name	Description	Validation	Default
Consignee Name	The name of the Consignee that the cargo will be delivered too. This information is retrieved from the Consignee Name field in the Export Job Registration.	Mandatory	Job Registration
Consignee City	This is the City of the Consignee that the cargo will be delivered too. This information is retrieved from the Consignee City field in the Export Job Registration.	Mandatory	Job Registration
Cargo Type	This is the Type of Cargo on the shipment. These consist of the following Cargo Types: (1) Bulk (2) Containerised (3) Combination (4) Non Containerised	Mandatory	Job Registration
No. Containers	This is the Total number of Containers for the shipment. This information is retrieved from the Container fields in the Export Job Registration.	Mandatory	Job Registration
No. Pcs	This is the total number of Pieces for the shipment. This information is retrieved from the No. Pcs field in the Export Job Registration.	Mandatory	Job Registration
Goods Type	Type of goods that is been shipped for export. Use the drop down list to select the Goods Type. This information is defined by Customs. These consist of the following Goods Type: (1) Accompanied Baggage (2) Own Power (3) Other (4) Postal (5) Spares (6) Stores	Mandatory	N/A
Mode Transport	This is the type of Transport; Air or Sea. This is determined when the Job No. is entered in the EDN screen.	Mandatory	Job Registration
Confirming Export Type	This indicates whether the Export Declaration is to be confirmed. If a declaration has been marked as a confirming export, this field can later be changed to C (confirmed).	Mandatory	Non-Confirming

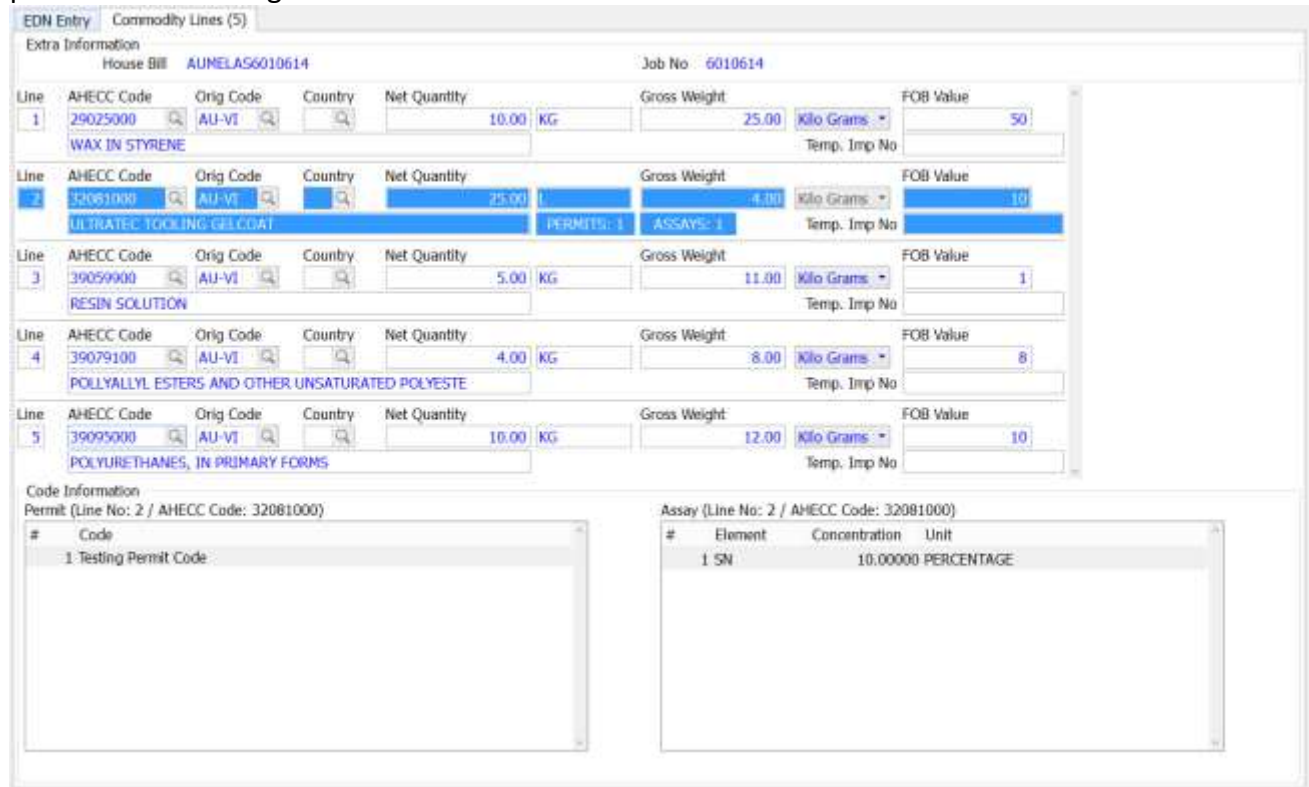
Field Name	Description	Validation	Default
Excisable/Customable	Indicates whether the goods in the entire consignment covered by the export declaration are subject to Excise or Customs Duty; No or Yes.	Mandatory	No
Own/Agent	This drop down list Indicates who the owner of the goods are; Owner or Agent.	Mandatory	Agent
EDN Entry Tab – Shipping & Port Information Group			
Origin Port	This port code indicates where the container will be loaded from.	Mandatory	Job Registration
Destn. Port	Final destination port where the container will discharge.	Mandatory	Job Registration
Dest Ctry	Country Code of the destination Port. This information is determined by the Destination Port and the Country Code Masterfile.	Mandatory	Country Code Masterfile
Export Date	This is the date that the container will leave the port of origin. This information is retrieved from the ETD field in the Export Job Registration.	Mandatory	Job Registration
EDN Entry Tab – Invoice Information Group			
Inv Curr CODE	This is the Invoice Currency Code. Use the  (Zoom Function) to search from the Currency Masterfile. This is automatically populated if a Shipper's Invoice is created for the Job No. entered.	Mandatory	Blank
FOB Curr	This is the FOB Currency Code. Use the  (Zoom Function) to search from the Currency Masterfile. This is automatically populated if a Shipper's Invoice is created for the Job No. entered.	Mandatory	Blank
Total FOB	This is the Total FOB Amount and is calculated based on the values entered in the FOB Value field in the Commodity Lines tab.	Mandatory	Blank
EDN Entry Tab – Additional Information Group			
Unique Cons Ref	A unique reference of a consignment used for identification purposes in documents and messages exchanged between parties in international trade.	Optional	Blank

Field Name	Description	Validation	Default
Vessel/Airline	This is the Vessel / Airline of the shipment.	Optional	Blank
Voyage / Flight	This is the Voyage and Flight Information.	Optional	Blank
W/House Est Id	The identifier issued by Customs to an approved/licensed premise for loading/unloading of goods under Customs control until clearance is issued.	Optional	Blank
Branch Id	A Branch Identifier is a facility within the Client Register which enables clients to identify specific areas of their organisation in dealings with Customs. A Branch Id is always linked with the Client ID. A Branch will belong to a single client, and will be uniquely identified and associated with a name and address.	Optional	Blank
Prescribed Goods	An indicator indicating whether any of the goods in the consignment covered by the export declaration are prescribed goods.	Optional	No



Field Name	Description	Validation	Default
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Commodity Lines

The commodity lines tab allows users to add or modify lines. These lines will be populated from a Pick List if your site is using the Bond Warehouse module for stock released for Export. The following Buttons perform the following:

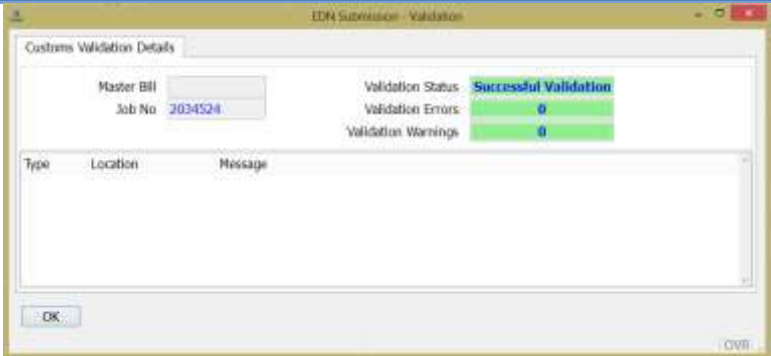
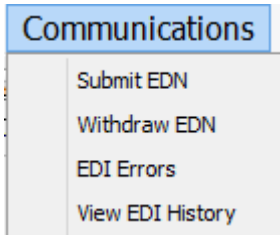


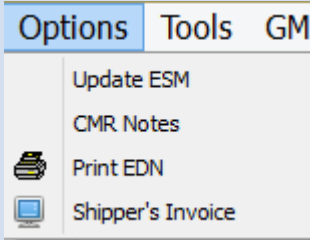
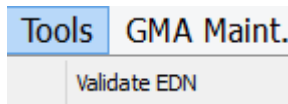
Commodity Lines Tab – Extra Information Group (Defaults to 3 line items)

House Bill	House Bill Number for shipment. This information is shown to remind the user what House Bill they are applying the AHECC Codes against.	Mandatory	EDN
Job No	This is Expedient's Internal Reference. This information is shown to remind the user what Job No they are applying the AHECC Codes against.	Mandatory	EDN
Line	The line number of the AHECC Code. This will be populated once you exit the line item.	Mandatory	N/A
AHECC Code	The Australian Harmonised Export Commodity Classification Code, as provided by the Australian Bureau of Statistics that classifies a particular type of export commodity. Use the  (Zoom Function) to search for an AHECC Code that have been previously used for this Shipper. Non-expired AHECC Codes are listed.	Mandatory	Blank
Orig Code	This code indicates where the container will be loaded from for the Commodity Line Item. Use the  (Zoom Function) This information is defined by Customs.	Mandatory	Blank

Field Name	Description	Validation	Default
Country	This port code indicates the country where the container will be loaded from for the Commodity Line Item. This information is retrieved from the Country Code Masterfile.	Conditional	Blank
Net Quantity	This is the Net Quantity of the Commodity Line. This field can be auto-populated if the Shipper's Invoice is raised against the Job No.	Mandatory	Blank
Net Quantity Unit	This field is not labelled. It is positioned on the right hand side of the Net Quantity field. This field is auto-populated once the AHECC Code is entered. Information is retrieved from the Export TLF Masterfile.	Mandatory	Export TLF Masterfile
Gross Weight	This is the Gross Weight of the Commodity Line. This field can be auto-populated if the Shipper's Invoice is raised against the Job No.	Mandatory	Blank
Gross Weight Type	This is the Gross Weight Type of the Commodity Line. Kilograms, Grams, Tons. This is populated when the Gross Weight value is entered.	Mandatory	Blank
FOB Value	This is the FOB Value of the Commodity Line. This is auto-populated if the Shipper's Invoice is raised against the Job No.	Mandatory	Blank
Description	This is the Description of the AHECC Code. This information is retrieved from the Export TLF Masterfile.	Mandatory	Export TLF Masterfile
Temp. Imp No	Temporary Import Number. The Identifier of a Customs Document that represents a declaration to Customs by a Party concerning Goods that may cross the Australian border.	Optional	Blank
Commodity Lines Tab – Code Information Group			
Permit	Allows users to enter Permit Codes against each line item. In UPDATE or ADD Mode, select the line item and then enter in the Code in the Permit Table.	Optional	Blank
Assay	Allows users to enter any Assay Codes against each line item. In UPDATE or ADD Mode, select the line item and then enter in the Code in the Assay Table.	Optional	Blank
Action Buttons			
OK	Saves each field entry.		
Cancel	Any changes made will not be saved.		
Insert	This button will add a line item above or below existing AHECC Codes, depending on what AHECC Code has been selected.		

Field Name	Description	Validation	Default
Append	This button will add an AHECC Code line item to the end of the existing AHECC Codes that have been created.		
Delete	This button will remove an AHECC Code line item. Select the line item and then press the Delete button.		
AHECCS	The AHECC Button allows users to view and select from a list of AHECC Codes.		
Repost	<p>This is used in conjunction with the Shipper's Invoice. If a Shipper's Invoice exists and the Job is added in the EDN screen, then it will populate the AHECC Code details in the each line item, whether it is consolidated or not-consolidated.</p> <p>If the user has made a mistake and would like to re-load the data from the Shipper's Invoice, then they can use the Repost Button to re-load the AHECC Codes.</p> <p>ADD Mode – The Repost Button is only visible when the Job No has been entered.</p> <p>UPDATE Mode - The Repost Button is enabled in this mode.</p>		
Submit EDN	This executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the EDN Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the EDN will be sent to Customs. On response from Customs an email will also be sent to the user who created the EDN, outlining the EDN details and status.		
EDI History	<p>This Button directs you to the EDI History screen, to view inbound and outbound messages that relate to the EDN Screen.</p> <p>The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.</p>		
Validate EDN	This button will validate Customs Mandatory Requirements. It will not submit the EDN to Customs. Depending on the result from the validation, a window will appear which outlines the errors and warnings that have been found on the EDN. This screen can also be accessed via the Validate EDN link in the Tools Main Menu. The OK Button will be enabled if the validation is successful. The Cancel Button will be enabled if validation has failed.		

Field Name	Description	Validation	Default
			
Shipper's Invoice	This will direct the user to the Shipper's Invoice screen. If an invoice exists then it will be shown. If one does not exist then the Shipper's Invoice screen will have blank fields. This screen can also be accessed via the Shipper's Invoice link in the Options Main Menu.		
Main Menu – Communications			
			
Submit EDN	This link executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the EDN Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the EDN will be sent to Customs.		
Withdraw EDN	This link will withdraw the EDN message from Customs and automatically send a message to Customs informing them of this change to the EDN. You are not able to submit the same Job No. after this action occurs.		
EDI Errors	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the EDN Screen. The most current message will be highlighted. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
View EDI History	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the EDN Screen. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the		

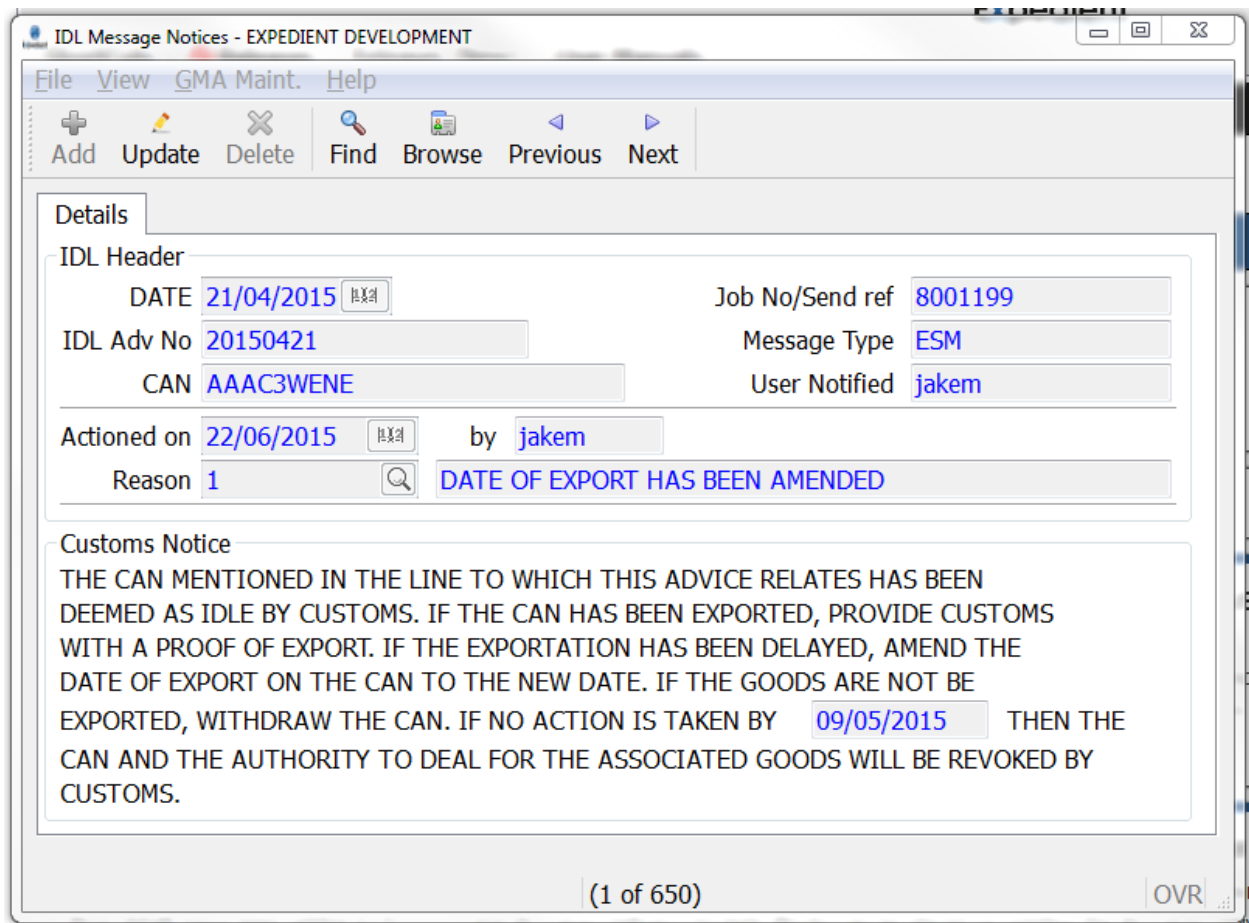
Field Name	Description	Validation	Default
	message and access to view the raw messages.		
	<p style="text-align: center;">Main Menu – Options</p> 		
Update ESM	This link allows the user to manually update the ESM/CRN field in the EDN screen. When this link is pressed, it will automatically place the cursor in the ESM/CRN field. You will not be able to edit other fields in the EDN Screen.		
CMR Notes	This link directs the user to the CMR Notes screen. It will allow the user to view the Customs Notes that relate to the EDN that has been submitted to Customs. This screen also allows you to view the raw error message received from Customs via Options in the Main Menu.		
Print EDN	This link allows the user to print the lodgement form and will show the details that have been entered in the EDN.		
Shipper's Invoice	This link will direct the user to the Shipper's Invoice screen. If an invoice exists then it will be shown. If one does not exist then the Shipper's Invoice screen will have blank fields.		
	<p style="text-align: center;">Main Menu – Tools</p> 		
Validate EDN	This link will validate Customs Mandatory Requirements. It will not submit the EDN to Customs. Depending on the result from the validation, a window will appear which outlines the errors and warnings that have been found on the EDN.		

BOND WAREHOUSE UPDATES

If your site uses the Bond Warehouse Module and the EDN has been generated from a Pick List, the Bond Warehouse will be updated to show the stock has been released when Customs return a successful entry status.

IDL VIEW SCREEN

This screen displays messages from AU Customs where the Customs Authority Number has been deemed idle. Update the message from Customs with the Reason for the IDL.



IDL Message Notices - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Add Update Delete Find Browse Previous Next

Details

IDL Header

DATE 21/04/2015 Job No/Send ref 8001199

IDL Adv No 20150421 Message Type ESM

CAN AAAC3WENE User Notified jakem

Actioned on 22/06/2015 by jakem


Reason 1 DATE OF EXPORT HAS BEEN AMENDED

Customs Notice

THE CAN MENTIONED IN THE LINE TO WHICH THIS ADVICE RELATES HAS BEEN DEEMED AS IDLE BY CUSTOMS. IF THE CAN HAS BEEN EXPORTED, PROVIDE CUSTOMS WITH A PROOF OF EXPORT. IF THE EXPORTATION HAS BEEN DELAYED, AMEND THE DATE OF EXPORT ON THE CAN TO THE NEW DATE. IF THE GOODS ARE NOT BE EXPORTED, WITHDRAW THE CAN. IF NO ACTION IS TAKEN BY 09/05/2015 THEN THE CAN AND THE AUTHORITY TO DEAL FOR THE ASSOCIATED GOODS WILL BE REVOKED BY CUSTOMS.

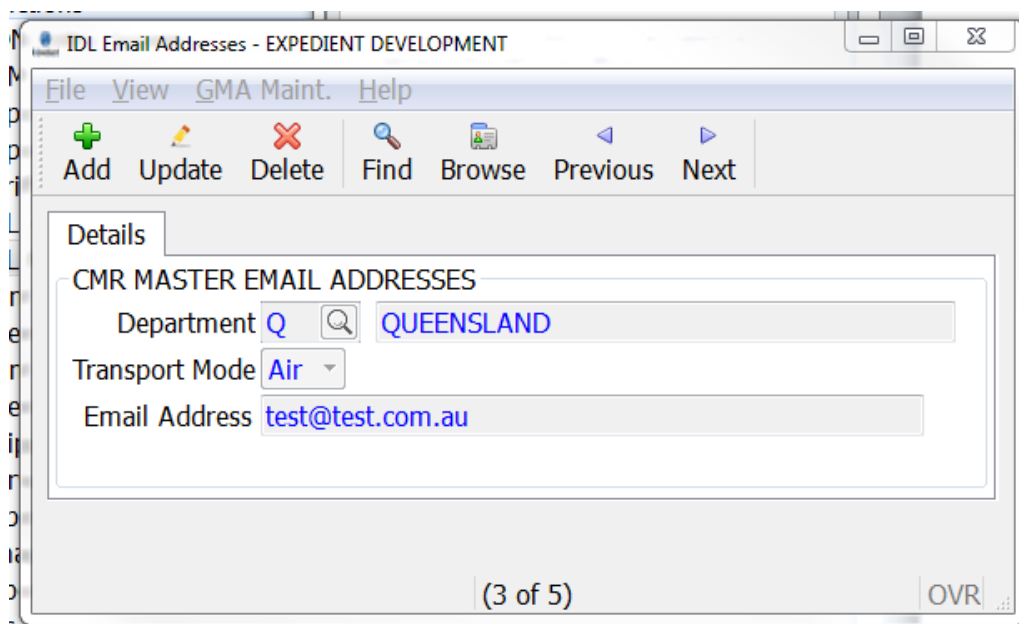
(1 of 650) OVR

Field Name	Description	Validation	Default
DATE	This is the Date the IDL message was received	N/A	System Generated
Job No/Send Ref	This is the reference the IDL message is associated with	N/A	System Generated
IDL Adv No	This is Customs Reference for the IDL message	N/A	N/A
Message Type	This advises the Entry Type the IDL is associated with	N/A	N/A
CAN	This is the Customs Authority Number that has been deemed idle	N/A	N/A
User Notified	This is the user who received the IDL notification by email	N/A	System Generated
Actioned On	This is the date the IDL was processed	N/A	Today

Field Name	Description	Validation	Default
By	This is the user who processed the IDL	N/A	User who updates the IDL screen
Reason	This is the reason for the IDL. Click on  to select from the list of available IDL Reason Codes	N/A	Blank
Customs Notice	This is the text from AU Customs explaining the reason for issuing the IDL	N/A	N/A

IDL MASTER EMAIL ADDRESSES


This screen stores the email addresses that receive IDL notifications from AU Customs. The Recipient email address can be set for Department and Transport Mode i.e. Queensland Export Air and Sea IDL messages can be forwarded to different email addresses.



Field Name	Description	Validation	Default
Department	Select the department the IDL messages should be grouped by	Mandatory	Blank
Transport Mode	Select Air or Sea or leave blank	Optional	Blank
Email Address	Enter the Email Address to receive the IDL messages	Optional	Blank

ESMs

Export Sub-manifest (ESM) can be created from the Consol Registration Screen via the Options

Menu or by using the toolbar button  in the Sea Export Consol Registration screen. ESMs can also be created from the CMR Functions under the Export Sea Freight Menu from the Main Menu. The ESMs can be sent once all of the related EDNs have been sent to Customs.

ESM Entry

Entry Details

Consol No

3720899

/

1

ESM

AAACYP6M

ESM Status

Creation

EDI Status

Successful

Customs Response

CLEAR

ESM Created Date

04/06/2014

ALL

User ID

petal

ESM Details

Master Bill

123-Testing

Dest Ctry

SG

Total Pieces

6

Total Containers

0

Empty Containers

Mode Transport

A

ETD

01/07/2014

ALL

Consolidation/Slot

C

No. Jobs sent to Customs

2

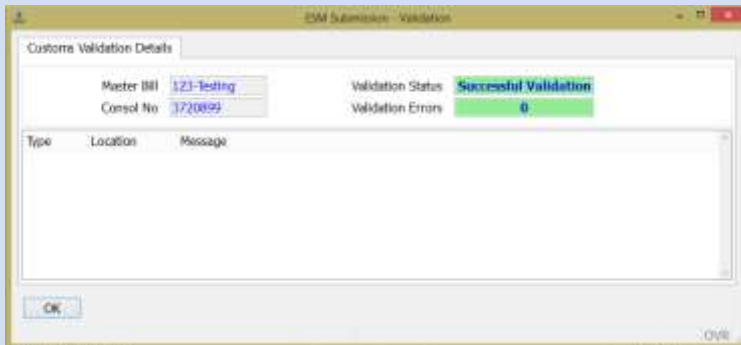
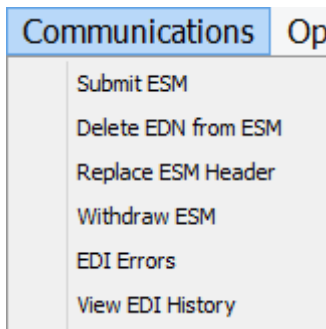
Job Information

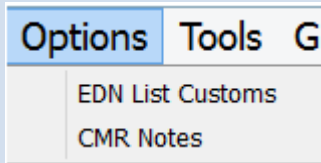
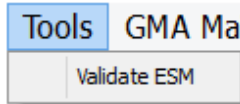
#	Job No	House Bill	EDI Status	EDN	EDN Status	Submitted By	Submission Date
1	3045572	MELAA3045572	Successful	AAACYP3W	Create	petal	04/05/2014
2	3045573	MELAA3045573	OK with Warnings	AAACYP4J	Create	petal	04/06/2014
3	3045574	MELAA3045574	FAILED			petal	04/06/2014

Field Name	Description	Validation	Default
ESM Entry Tab – Entry Details Group			
Consol No	This is Expedient's Internal Reference.	Mandatory	Export Consol Registration
Version	Version of the Message that is sent to Customs. This figure only changes when the EDN message is submitted to Customs. This field is system generated and a read-only field on ADD, UPDATE and FIND Mode.	N/A	N/A
ESM	This is the Customs Reference Number that is auto-populated based on Customs Response for the ESM. Once this field is updated, the ESM/CRN field in the EDN screen is also updated against the related Job No.	N/A	N/A
ESM Status	Current status of the ESM. These consist of the following ESM statuses: (1) Creation (2) Replacement (3) Delete Lines (4) Replace Header (5) Withdrawal (6) Interactive Change	N/A	N/A

Field Name	Description	Validation	Default
EDI Status	Current status of the EDI. These consist of the following EDI Statuses: <ul style="list-style-type: none"> • Not Submitted • *Being Submitted • Failed • In Progress • Submitted • OK with Warnings 	N/A	N/A
Customs Response	Customs Response. This is updated based on a response from Customs to the ESM message.	N/A	N/A
ESM Created Date	This is the date that the original ESM was created. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
User ID	User ID who originally submitted the ESM to Customs. Any future changes to the ESM can be viewed in the EDI History screen. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
ESM Entry Tab – ESM Details Group			
Master Bill	Master Bill for shipment. This information is retrieved from the Ocean Bill (Sea Freight) or Master Bill (Air Freight) field in the Export Consol Registration.	Mandatory	Export Consol
Dest Ctry	Country Code of the destination Port. This information is determined by the Destination Port and the Country Code Masterfile.	Mandatory	Country Code Masterfile
Total Pieces	Total pieces against the Job No's that are attached to the Consol which is entered in the ESM.	Conditional	Export Consol
Total Containers	Total number of full containers that are shown on the Job No's that are attached to the Consol which is entered in the ESM Screen.	Conditional	Export Job Registration
Empty Container	Total number of empty containers that are shown on the Job No's that are attached to the Consol which is entered in the ESM Screen.	Conditional	Export Job Registration
Mode Transport	This is the type of Transport; A (Air) or S (Sea). This is determined when the Consol No. is entered in the ESM screen.	Mandatory	Export Consol
ETD	This information is retrieved from the ETD field in the Export Consol Registration.	Mandatory	Export Consol
Consolidation/Slot	C- Consolidation and S – Slot.	Mandatory	N/A
No. Jobs sent to Customs	This indicates the number of jobs that have successfully been sent to Customs.	Conditional	ESM

Field Name	Description	Validation	Default
ESM Entry Tab – Job Information Group (Double click on the line item directs the user to the Job Registration)			
Job No	This is Expedient's Internal Reference. List of Job No's that are attached to the Consol that has been entered in the ESM Screen.		
House Bill	House Bill Number for shipment. This information is retrieved from the Job Information Group in the Consol.		
EDI Status	Current EDI Status based on the EDN message that is sent to Customs.		
EDN	This is the Export Declaration Number and is updated based on a successful response from Customs. This is also updated in the EDN field in the Export Job Registration.		
EDN Status	Current Status of the EDN that is attached to the Job No.		
Submitted By	User ID who originally submitted the EDN to Customs.		
Submission Date	Date that the original EDN was sent to Customs.		
Action Buttons			
OK	Saves each field entry.		
Cancel	Any changes made will not be saved.		
Submit ESM	This executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the ESM Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the ESM will be sent to Customs. On response from Customs an email will also be sent to the user who created the ESM, outlining the ESM details and status.		
EDI History	This Button directs you to the EDI History screen, to view inbound and outbound messages that relate to the ESM Screen. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		

Field Name	Description	Validation	Default
Validate ESM	<p>This button will validate Customs Mandatory Requirements. It will not submit the ESM to Customs. Depending on the result, a validation window will appear which outlines the errors and warnings that have been found on the ESM. This screen can also be accessed via the Validate EDN link in the Tools Main Menu. The OK Button will be enabled if the validation is successful. The Cancel button will be enabled if the validation fails.</p> 		
<p style="text-align: center;">Main Menu – Communications</p> 			
Submit ESM	<p>This link executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the ESM Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the ESM will be sent to Customs.</p>		
Delete EDN from ESM	<p>This link removes the Job No/EDNs that are linked to the ESM and Consol. You need to remove the lines from the ESM before you can withdraw the ESM from Customs.</p>		
Replace ESM Header	<p>The details in the ESM are changed and replaced with an ESM message automatically sent to Customs.</p>		

Field Name	Description	Validation	Default
Withdraw ESM	This link will withdraw the ESM message from Customs and automatically send a message to Customs informing them of this change to the ESM. You are not able to submit the same Consol No. after this action occurs.		
EDI Errors	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the ESM Screen. The most current message will be highlighted. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
View EDI History	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the ESM Screen. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
Main Menu – Options 			
EDN List Customs	List of EDNs that have been successfully sent to Customs.		
CMR Notes	This link directs the user to the CMR Notes screen. It will allow the user to view the Customs Notes that relate to the ESM that has been submitted to Customs. This screen also allows you to view the raw error message received from Customs via Options in the Main Menu.		
Main Menu – Tools 			

Field Name	Description	Validation	Default
Validate ESM	This link will validate Customs Mandatory Requirements. It will not submit the ESM to Customs. Depending on the result from the validation, a window will appear which outlines the errors and warnings that have been found on the ESM.		

Creating a Shipper's Invoice

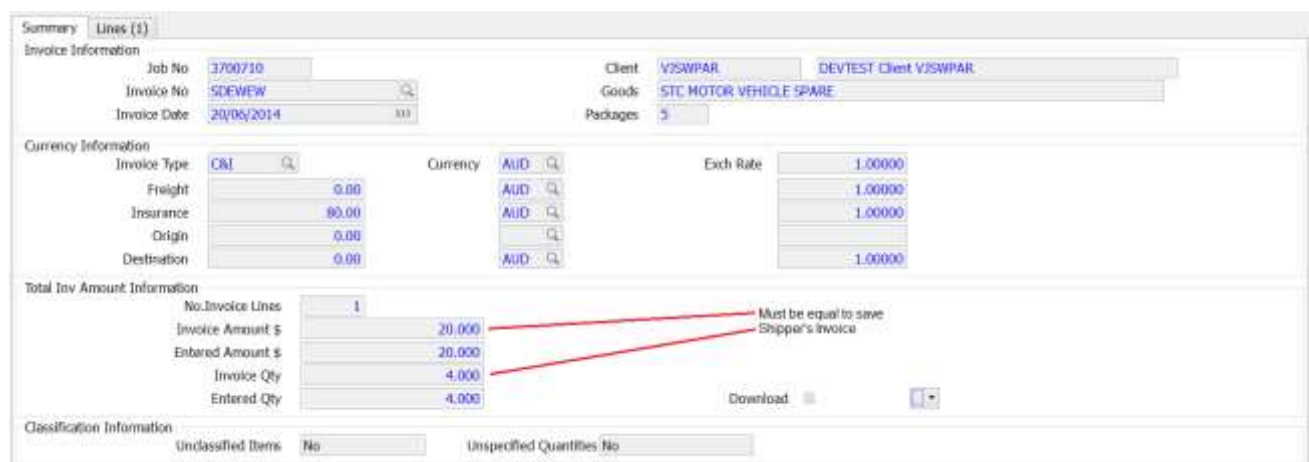
After you have created a job, you can create a Shipper's Invoice. Expedient allows user to create a Shipper's Invoice from the Job Registration Screen. This is used in the EDN Creation of Commodity Lines process.

This can be performed in 2 ways. The first method is directly from the Job Registration Screen. From this screen ensure you have the job you want to link the Supplier's Invoice to. Click on the Suppliers Invoice Button on the Toolbar from this screen,

The second method is via menu: Export Sea Forwarding/CMR Functions/Shippers Invoice

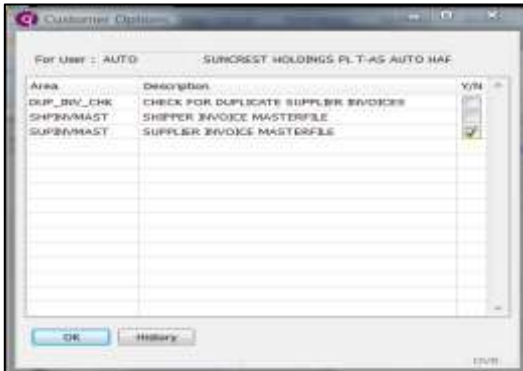



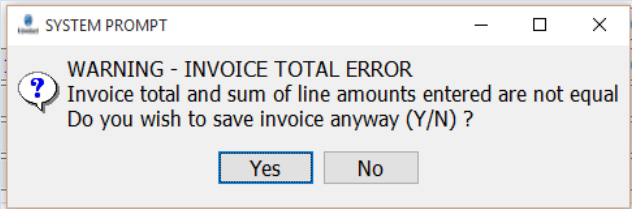
By clicking the  button or typing A will place the cursor in the input screen in Add Mode.


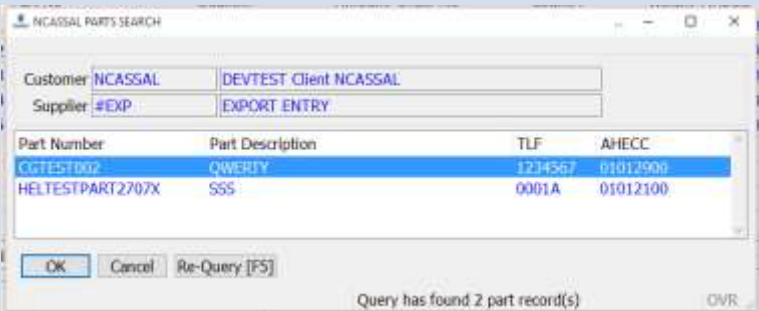


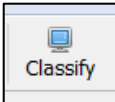
The screenshot displays the 'Shipper's Invoice' creation interface. It includes sections for 'Invoice Information' (Job No, Invoice No, Invoice Date, Client, Goods, Packages), 'Currency Information' (Invoice Type, Freight, Insurance, Origin, Destination, Currency, Exchange Rate), and 'Total Inv Amount Information' (No. Invoice Lines, Invoice Amount \$, Entered Amount \$, Invoice Qty, Entered Qty). A red note with arrows pointing to the 'Invoice Amount \$' and 'Entered Amount \$' fields states: 'Must be equal to save Shipper's Invoice'. The 'Classification Information' section at the bottom shows 'Unclassified Items' as 'No' and 'Unspecified Quantities' as 'No'.

Please Note: If you access this via the Customs Clearance Menu then you will need to input the Job Number in yourself, otherwise if this screen is accessed via the Job registration screen, the job number and associated information is automatically populated in Add Mode.

Field Name	Description	Validation	Default
Summary Tab			
Job No	This is the Job Number in which you wish to create the Shipper's Invoice for	Mandatory	Defaults from Job Registration Screen
Client	This is the client you wish to create the Shipper's Invoice for	Mandatory	Defaults from Job Registration Screen
Invoice No	<p>This is the Supplier's Invoice Number. Once this is input, then the Details Tab appears, allowing you to add the supplier invoice lines.</p> <ol style="list-style-type: none"> You can email the Supplier's invoice using the CSV file format. To activate this, firstly go into the Customer Masterfile and find the customer you want to load the Shipper's Invoice for. From the Options Drop down Menu, select Client Options. This will present you with the following screen:  <p>Ensure the Supplier Invoice Masterfile has been ticked.</p> <p>This will then allow you to email and load invoices.</p> <p>Email the CSV File to: <a href="mailto:shipinv@<yourdomain>.com.au">shipinv@<yourdomain>.com.au</p> <p>To see the CSV file Specification select Help from this screen. Once this is loaded you will be able to view the Downloaded invoices by clicking the lookup within this field.</p> <p>NOTE: The Invoice Number cannot be amended once an EDN has been raised.</p>	Mandatory	Blank
Goods	This is the goods that appear on the Shipper's Invoice	N/A	Job Registration
Invoice Date	Date of the Shipper's Invoice. This will default to 'today' and can be updated to the real invoice date.	Optional	Today



Field Name	Description	Validation	Default
Packages	This is the total number of packages	N/A	Job Registration
Invoice Type	This is the Purchase Terms (INCOTERMS). Use the  to search from the INCOTERMS Masterfile. An option to print the Incoterms on the Bill of Lading and Sea Waybill is provided, if this field is populated.	Mandatory	Blank
Currency	This is the currency as it appears on the Shipper's Invoice	Mandatory (if not AUD)	Blank
Exchange Rate	This is the exchange rate used at the time of the Shipper's Invoice received	Mandatory (if not AUD)	Blank
Freight / Insurance / Origin/ Destination	These are the charges relating to the Shipper's Invoice	Mandatory (if not AUD)	Blank
Invoice Information			
No. Inv Lines	This counts the number of Invoice lines, either entered in the Details Tab manually, or from the CSV/TXT File you have loaded via the Load File button. This is a no entry field and for display purposes only	N/A	Actual number of lines
Inv Amount	Enter the Total Invoice Dollar Amount. This must equal the Entered Amount to balance the Supplier's Invoice	Mandatory	Blank
Entered Amount	This totals the dollar amount entered in the Details Tab. This must equal the Inv Amount. This is a no entry field and for display purposes only. If these are not equal you will receive the below message. You can still save the Supplier's Invoice.	N/A	Actual amounts entered
			
Invoice Qty	Enter the Total Invoice Qty of pieces. This must equal the Entered Qty to balance the Supplier's Invoice	Mandatory	Blank
Entered Qty	This total the qty amount entered in the Details Tab. This must equal the Invoice Qty. This is a no entry field and for display purposes only	N/A	Actual Qty's entered

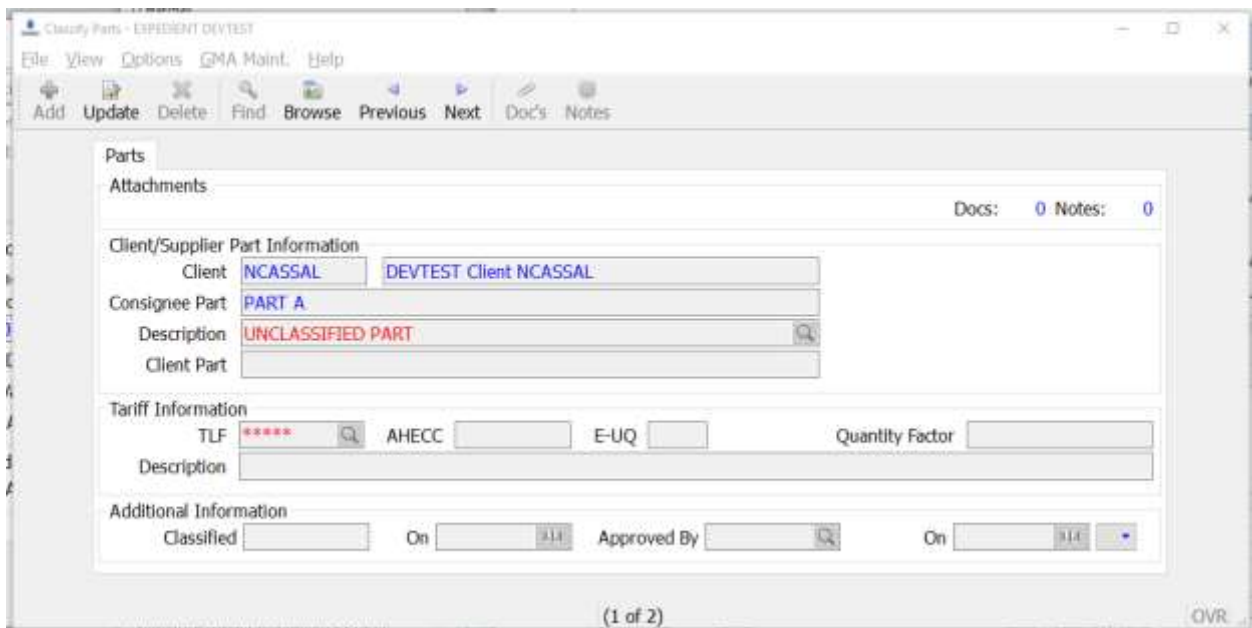
Field Name	Description	Validation	Default
Details Tab			
Part No	<p>This is the Part Number that appears on the Invoice. This will be automatically populated if the Load File button was successful.</p> <p>You can also click on the  button to list all Export Parts on file</p> <p>See below zoom screen:</p>  <p>Select one of the parts that you want to add to the Shipper Invoice Line.</p> <p>Please Note: The Re Query Button allows you to perform another search for any parts for that Customer (excludes the Supplier from this selection). Clicking OK will search for all parts for that Customer regardless of Consignee.</p>	N/A	Actual Qty's entered
Quantity	This is the Quantity of the part that appears on the invoice line.	Mandatory	Blank
Amount	This is the total line amount for the part that appears on the invoice line.	Mandatory	Calculated if the Quantity and Unit Price are entered
Order No	This is the Order Number as ordered by the customer	Optional	Blank
Country	This information is pulled from the Parts Masterfile.	Mandatory	Parts Masterfile
Weight	This is the weight of the part line item	Mandatory	Blank
AHECC	This is the AHECC Code of the part	Mandatory	Parts Masterfile
TLF	This is the Export TLF for the Part Number. This is a no entry field. This information is drawn from the Parts Masterfile, Export TLF information. If the part does not have an associated Export TLF then this field will display *****	Mandatory	Parts / TLF Masterfile

Field Name	Description	Validation	Default
	<div data-bbox="464 277 593 376" data-label="Form"> <input type="text" value="TLF"/> <input type="password" value="*****"/> </div> <p>See below</p> <div data-bbox="568 427 683 528" data-label="Image">  </div> <p>the Classify Button</p>	<p>If the Part is unclassified you can still save the invoice. Once you have done this you can click on</p> <p>This will allow you to classify the part with the correct TLF Code. See Classifying Parts Section in this document for more information.</p>	


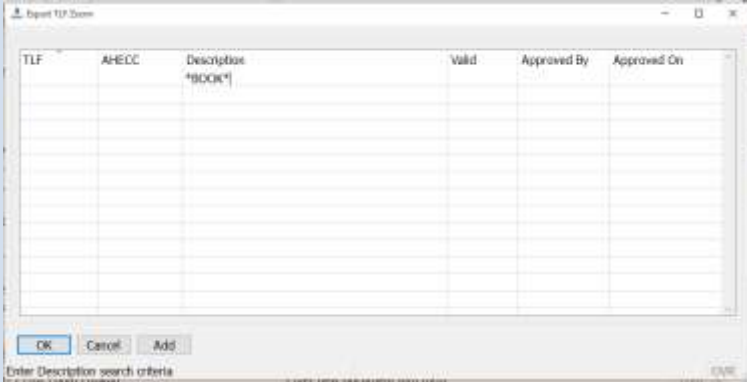
Classifying Parts from Shipper Invoice

If you have added parts to the Shipper Invoice that have not been classified before then you can


click the toolbar button  **Classify** when you have saved the Supplier Invoice. Click on  **Update** to complete the classification.



Field Name	Description	Validation	Default
Client	This is the Customer Code and Name that is pulled from the Shipper Invoice Screen	N/A	Shipper Invoice Screen
Consignee Part	This is the Part Number, that is pulled from the Shipper Invoice Screen	Mandatory	Shipper Invoice Screen

Field Name	Description	Validation	Default
Description	<p>This is the Description of the Part. If this part is not yet classified, then “UNCLASSIFIED PART” will appear. On update this will clear. Use the  to search for Part Descriptions that have already been used for this Shipper</p>  <p>Double click on a row in this screen to re-use the Part Description. Use the Re-Query [F5] button to list all Part Descriptions previously used for the Shipper and any Consignee</p>	Mandatory	Blank
Client Part	This is the reference the Client uses for the Part. This prints on Landed Costings. On tabbing through the field the Client Part will default to the Consignee Part No.	Mandatory	Consignee Part No if left blank
TLF Code	<p>You can click on the  which will lookup the Export TLF Masterfile. This screen allows you to search on any number of fields. See below:</p>  <p>This will search all Export TLFs that contain the word ‘BOOK’.</p> <p>Select the TLF, or Click on the Re Query button to search for another TLF.</p> <p>If you cannot locate a suitable TLF use the Add button to open the Export TLF Masterfile screen and add the details of a new TLF.</p>	Mandatory	Blank
AHECC	This is the AHECC code for the Export TLF	N/A	Export TLF Masterfile
E-UQ	This is the Export Unit Quantity for the Tariff	N/A	Export TLF Masterfile
Quantity	This is the Volume factor for the part. Enter a value here	Optional	Blank

Field Name	Description	Validation	Default
Factor	that will be used to calculate the Customs Quantity when the Part is used in a Shipper Invoice e.g. the number of litres in a bottle, or the number of cans in a pallet		
Description	This column will display the description for the TLF code selected in the previous column.	N/A	Export TLF Masterfile
Classified	This is the user who classified the Part	N/A	Classifying User
On	This is the date the part was classified	N/A	System Generated
Approved by	This is the user who approved the classifications	Optional	Blank
On	This is the date the classification of the part was approved	N/A	Today

Once you have entered the relevant information click OK to classify the part. Use  to view any other unclassified parts. On OK the screen will automatically refresh to show the next part requiring classification.

Browse Button

You can export the details from the Shipper's Invoice to Excel.

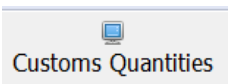
By right clicking on the column headings in the Browse Window you are able to select which information you would like shown and exported.

Any information that is displayed in the Browse window will be shown in Excel when the data is extracted.

Any modifications that are applied by the user in the Browse window (remove or reposition column headings) will be shown in the output to CSV.

Entering Customs Quantities

Once you have saved the Shipper's Invoice, if you have added parts whereby the Classification requires extra measurements added to the Parts, for example Kilograms, Square Metres add the

details using the  toolbar button in the Shipper's Invoice screen. Clicking on this button will search the Export TLF and if it doesn't require a number or blank then it will allow you to enter the quantities.

The screen will list all the parts in the Shipper Invoice that requires additional Customs Quantities



Part No	Volume Factor	Quantity	Line # UM	Customs Quantity	Amount
TESTING		2.00	3 KG	8.00	1.000
TEST1		4.00	4 KG	8.00	8.000
TST		7.00	5 KG	8.00	8.000

The Volume Factor column can be entered to provide the Customs values. If a Volume Factor has been stored for the part during classification or in the Parts Masterfile the column will calculate the Customs Quantity

$$\text{Customs Quantity} = \text{Part Invoice Amount} \times \text{Volume Factor}$$

This value can be updated.

Reset Options

These options allow the TLF and Tariff information to be updated to match the details stored for the Parts in the Parts Masterfile

RESET TLF FOR ALL LINES

This option will reset all the Shipper Invoice lines to match the information from the Export Parts Masterfile. This option is useful where the Shipper has been changed in the Job and all parts information must be updated for the new Shipper

RESET TLF FOR UNCLASSIFIED PARTS

This option will set the Export TLF in the lines with unclassified parts to match the Export Parts Masterfile. This is useful where a Part is classified directly, either manually or by Parts File upload, in the Parts Masterfile screen.

Load File Feature

You are able to load a CSV file or a text file from your desktop directly into the Shipper Invoice screen, as long as the data conforms to the required format documented below.

To use this feature: Add the Shipper Invoice and then enter the job no. Once you are in the Invoice No field you can click on the Load File button that appears on the lower area of the screen. You can then browse to the required file (.CSV or .TXT) and click on the Open button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem. If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The file format must be:

-A comma separated values (.csv) file (easily created in Microsoft Excel) **OR** a pipe (|) delimited text (.txt) file, see the following examples.

RULES:

The Country of Origin, if provided, must be in two digit ISO format (i.e.: CN for China)

- The file must contain one invoice line per file line.
- The file must not contain column headings.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- The file must contain only ONE Shipper Invoice.
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

Australian Exports

The data must be in the following order:

Column	Description	Validation	Field Format
A	Invoice Number	Mandatory	General
B	Part Number	Mandatory	General
C	Quantity	Mandatory	General
D	Amount	Mandatory	General
E	Purchase Order Number	Optional	General
F	Currency	Mandatory	General
G	Country of Origin	Optional	General
H	Gross Weight	Mandatory	General

Some AU file examples:

(pipe delimited text file)

INV_NO02|PART_NO1|10|100.1|AUD|1.5

INV_NO02|part_no2|10|150|order1|AUD|5.6

INV_NO02|part_no3|30|30.30|order3|AUD|au|7.4

(note line 1 contains no optional data, line 2 contains optional data item Purchase Order Number, whereas line 3 contains all information, mandatory and optional)

(the same file above but this time comma separated values CSV)

"INV_NO02","PART_NO1",10,100.1,"AUD",1.5

"INV_NO02","part_no2",10,150,"order1","AUD",5.6

"INV_NO02","part_no3",30,30.30,"order3","AUD""au",7.4

NZ Exports

The data must be in the following order:

Column	Description	Validation	Field Format
A	Invoice Number	Mandatory	General
B	Part Number	Mandatory	General
C	Quantity	Mandatory	General
D	Amount	Mandatory	General
F	Purchase Order Number	Optional	General
E	Currency	Mandatory	General
G	Country of Origin	Optional	General
H	Preference	Optional	General

Some NZ file examples:

(pipe delimited text file)

INV_NO02|PART_NO1|10|100.1|NZD|

INV_NO02|part_no2|10|150|order1|NZD|

INV_NO02|part_no3|30|30.30|order3|NZD|nz|y

(note line 1 contains no optional data, line 2 contains optional data item Purchase Order Number, whereas line 3 contains all information, mandatory and optional)

(the same file above but this time comma separated values CSV)

"INV_NO02","PART_NO1",10,100.1,"NZD"

"INV_NO02","part_no2",10,150,"order1","NZD"

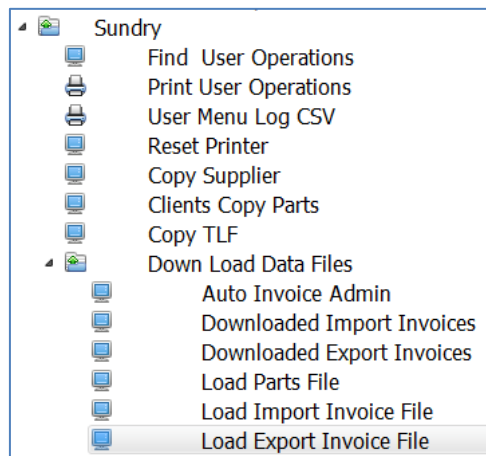
"INV_NO02","part_no3",30,30.30,"order3","NZD""nz","y"

If data is not valid, the user will get an email from the system detailing what line produced the error and which column was at fault. Please allow up to 30 minutes for file to process. An email will be sent to the sender, and the internal contact set up to receive notifications in Sundry>Down Load Data File>Auto Invoice Admin (also available from Administration>Corporate Interface>Inbound), after the file has been successfully completed or if there were errors in loading the data.

Please allow up to 30 minutes for file to process. An email will be sent after load to the sender and the internal contact for received invoices.

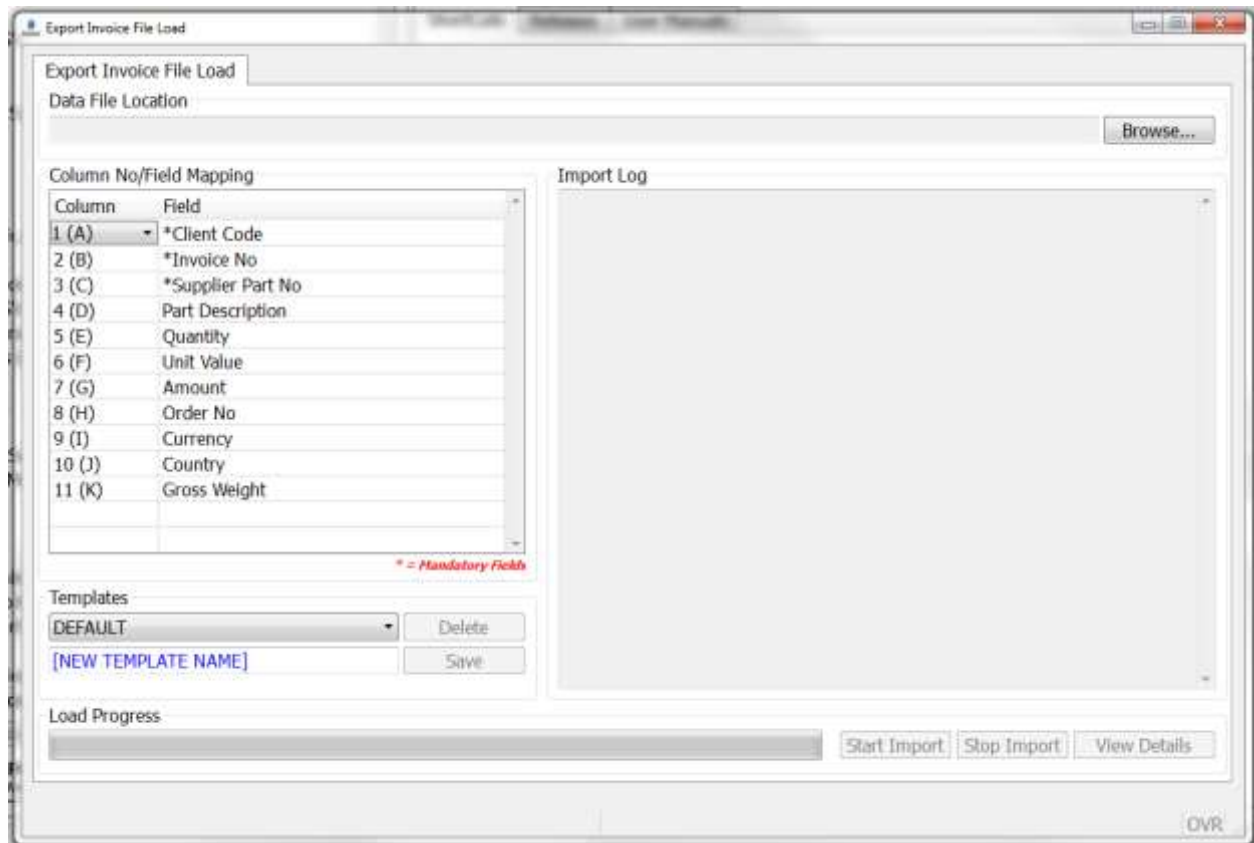
Load Invoice File

You are able to load a CSV file or a text file from your desktop directly into Expedient using the Sundry>Down Load Data Files>Load Export File feature.



This option allows you to load a file that contains more than one invoice number for the same client.

The format for the CSV file is configured in this screen. Select a pre-existing template for the load file or create a new template. The templates must include all the mandatory columns, which are indicated with a '*' in the name. The columns can be in any order.



Field Name	Description	Validation	Default
Data File Location	User the Browse button to locate the file in your system	Mandatory	Blank
Column	This indicates where the column is found in the file. Select from the pull down list.	Mandatory	Blank
Field	This is the information contained in the column. Select a column from the pull down list. '*' indicates that the column must be included in the file template.	Mandatory	Blank
Templates	This is the list of available templates. If you want to set up a new template enter the name of the new template in the field below and <input type="button" value="Save"/> . Use <input type="button" value="Delete"/> to remove unwanted templates.	Mandatory	Default

You can then browse to the required CSV file and click on the button. The file will then be read into the screen line by line. If the program detects an error you will get a message explaining the problem, **however no further lines of the file will be processed after this error** (i.e. there are 10 invoice lines in the file, but the system detects a problem on line 5, only the first 4 lines will be loaded). If errors are detected you will probably want to cancel the invoice you are adding, fix the errors in the file, and then start the load process again.

The Import Log will display a summary of the details loaded. Use to see more in depth information.

RULES:

The Country, if provided, must be in two digit ISO format (i.e.: CN for China) - PREFERENCE and PREFERENCE RULE, if provided, must be the same codes as used by Australian Customs.

- The file must contain one invoice line per file line.
- Quantity and Amount fields must contain only numbers or decimal point (no dollar signs).
- Each Invoice line must be in the same currency.
- Case is not important; the system will convert all values to Upper Case.

Emailing Shipper Invoices

You can email the Shipper invoice and upload into Expedient using a standard CSV file format. Email the CSV File to: shipinv@<yourdomain>.com.au. To see the CSV file Specification select Help from this screen. Once this is loaded you will be able to view the Downloaded invoices by clicking the lookup within the Invoice number field.

The format for the CSV is

Column	Format	Mandatory/Optional/Conditional
Client Code	char(10)	Mandatory
Invoice No	char(10)	Mandatory
Part No	char(28)	Mandatory
Part Description	char(35)	Mandatory
Quantity	decimal(12,2)	Mandatory
Unit Price	decimal(12,2)	Conditional: Mandatory if Line Price not provided
Line Price	decimal(12,2)	Conditional: Mandatory if Unit Price not provided
Order No	Char(20)	Optional
Currency	Char(3)	Mandatory
Cntry of Manufacture	Char(2)	Mandatory
Weight	Decimal(12,2)	Mandatory

Copy Shippers Invoice

This option allows the details of the Shippers Invoice in the screen to be copied to a designated job number as long as the client is the same. Access the Copy Shippers Invoice function from the Options menu in the Shippers Invoice screen.

Printing Export Documents

Expedient allows users to print the following Export Documents from the Shipper's Invoice Screen:

- Shipper's Invoice
- Packing List
- Certificate of Origin

To print the above documents, the following is required:

- Create Export Job
- Add "Bill of Lading" Information to the job (available on the toolbar from Job Registration Screen)
- Add Shipper's Invoice (available on the toolbar from Job Registration Screen)
- Ensure Parts are Classified and contain weight information

- Enter Export Declaration information (available from the Shipper's Invoice Screen) (only required for Commercial Invoice)

Exporter's Declaration

If the Exporter requires you to perform the export document printing function then the Exporter's Declaration information is required in order to print the Commercial Invoice Document.

Exporter's Declaration	
Job Number 2712036	Invoice Number 644198
Certificate No 6202111400	
Packing List No 6202111400	Pack Date 09/09/2009 <small>HH</small>
Consignee's Ref 6202111400	
Letter Of Credit No L/C NO	Date 21/09/2011 <small>HH</small>
Buyer Details	Exporter Bank Details
Name TESTING	Name COMMONWEALTH BANK OF AUSTRALIA
Address1 150 BEACH ROAD	Acct 100621271 USD115601
Address2 #37-00 GATEWAY WEST	Swift CTBA AU 2 S
City SINGAPORE	Days WITHIN 90 DAYS
Post Code 189720	
Country SINGAPORE	
Notes 1 Notes 2 Notes 3 Notes 4 Notes 5	
Insurance Policy No INS933738338	Amount 36183.840

To print the above documents, go to the Shipper's Invoice Screen and select options, see below:

Options	GMA Maint.
Classify Items	
EDN Entry	
Enter CMR Quantities	
Commercial Invoice	
Certificate Of Origin	
Packing List	
Exporters Declaration	

Commercial Invoice

Data extracted from the Exporter Declaration Screen

Commercial Invoice

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Exporter TEST ONLY CUSTOMER23456789012345678END11 123 DEMO ADDRESS DEMO SUBURB DEMO CITY VIC 3040 AUST				Commercial Invoice No TESTBK		Export Agent's Ref 3001909	
				Bill Of Lading		Order Number TESTBK	
				L/C Number & Date LC933939 01/01/2012		Consignee Reference CONREF	
Consignee/Buyer NEW ZEALAND				Buyer (if not consignee) BUYER LINE 1 LINE 2 CITY ZIP NZ			
Notify Party NEW ZEALAND				Exporters Bank NAB			
				Account Number 9999999999		Swift Code 038-33939	
				Terms DDU		Currency AUD	
Port Of Origin BRISBANE		ETD Date 10/08/2012		Payment Days 33			
Final Destination AUCKLAND		ETA Date		Insurance Policy Number INS933939		Insured Value 3575.000	
Vessel/Voyage ADMIRALENGRACHT / 1207				Lloyds 8811924			
Marks & Numbers		Description Of Goods (General)		Packages	Total Weight	Total Volume	
		STUFF		9601788	20.00 KG	30.00	
Container Number SJSJS1818181	Seal Number	Type FCL	Size 22G0 20' GENERAL CONTAINER		Weight KG	Volume	
Commercial Invoice No: TBA							
Product Code	Description Of Goods(Items)		Origin	Quantity	Unit Price	Amount	
SSK002	SSK002 3/4 DRIVE METRIC		AU	1.00	2.00	2.00	
Other Costs	Excluded Charges	Included Charges	Total All Invoices				
1. Overseas Freight			Exporter's Declaration I, the authorised signatory, hereby declare that I have authority to make and sign the certificate on behalf of the aforesaid supplier, and that I have means of knowing and do certify as follows: 1. That this invoice is, in all respects, correct and contains a true and full statement of price actually paid for the goods, and the actual quality thereof. 2. That no different invoice for the goods mentioned in this invoice has been, or will be, furnished to anyone. 3. That no arrangement or understanding affecting the purchase price of the said goods has been, or will be, entered into between the said exporter and purchaser or by anyone on behalf of either of them, either by way of discount, rebate compensation or in any manner whatsoever other than what is shown on this invoice.				
2. Overseas Insurance							
3. Origin							
4. Destination							
Totals							
Export Clearance No		Export Date		Place and Date of Issue			
		10/08/2012		25/09/2012			
Additional Information				Name Of Signatory SCOTT CRAVEN Signature (For And On Behalf Of The Exporter)			
				Signatory's Company EXPEDIENT SOFTWARE			

Packing List

Packing List


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Exporter TEST ONLY CUSTOMER23456789012345678END11 123 DEMO ADDRESS DEMO SUBURB DEMO CITY VIC 3040 AUST				Packing List No TESTBK		Pack Date	
				Bill Of Lading		Order Number TESTBK	
				Method Of Dispatch SEA		Consignee Reference	
Consignee/Buyer NEW ZEALAND				Buyer (if not consignee)			
Vessel/Voyage ADMIRALENGRACHT / 1207				Lloyds 8811924			
Port Of Origin BRISBANE		ETD Date 10/08/2012		Final Destination AUCKLAND		ETA Date	
Marks & Numbers		Description Of Goods (General)		Packages	Total Weight	Total Volume	
		STUFF		9601788	20.00 KG	30.00	
Container Number		Seal Number	Type	Size	Weight		Volume
SJSJS1818181			FCL	20' GENERAL CONTAINER	KG		
Product Code		Description Of Goods(Items)					Quantity
SSK002		SSK002 3/4 DRIVE METRIC					1.00
Name Of Signatory SCOTT CRAVEN				Signatory's Company EXPEDIENT SOFTWARE			
Place and Date of Issue 25/09/2012				Signature (For And On Behalf Of The Exporter)			

Creating TLFs

TLFs are used as short codes for the AHECC. This allows users to save time in data entry and when changing TLF information. This is accessed via the **Main Menu** select **Sea or Air Export Forwarding>CMR Functions>Export TLF Masterfile**




Field Name	Description	Validation	Default
Export TLF	This is the Tariff Line File. This is a unique number. The TLF cannot be updated after the TLF has been created.	Mandatory	Blank
AHECC Code	This is the AHECC code associated with the TLF. Click on  to see a list of available AHECCS	Mandatory	Blank
E-UQ	This is the Export Unit Quantity. E.g.: No for Number or KG for Kilograms	N/A	System Generated from Customs
Description	This is the Description of the TLF	Optional	Blank
Valid Export	This is a no entry field and is for display purposes only. This describes whether the TLF has the correct information. Expedient checks this data with that of Customs and if the information on the TLF is invalid then this will be set to No.	N/A	System Generated from Customs
Auto Rated	This is a no entry field and is for display purposes only. This describes the last date in which the Expedient System checked with Customs whether the TLF is valid/in valid.	N/A	System Generated

Field Name	Description	Validation	Default
Last Used	This is a no entry field and is used for display purposes only. This displays the last time the TLF was used in a shipment	N/A	System Generated
Amended	This displays who was the last person to amend the TLF. This is a no entry field, and is used for display purposes only. This is followed by the date of the last amendment	N/A	System Generated
Approved	This displays who approved the TLF. This is followed by the date of the approval	Optional	Blank

Creating Parts


Export Parts can be added directly into the Export Parts Masterfile if they are Export Parts only, or into the Parts Masterfile within the Customs menu if the Part is for Import and Export.

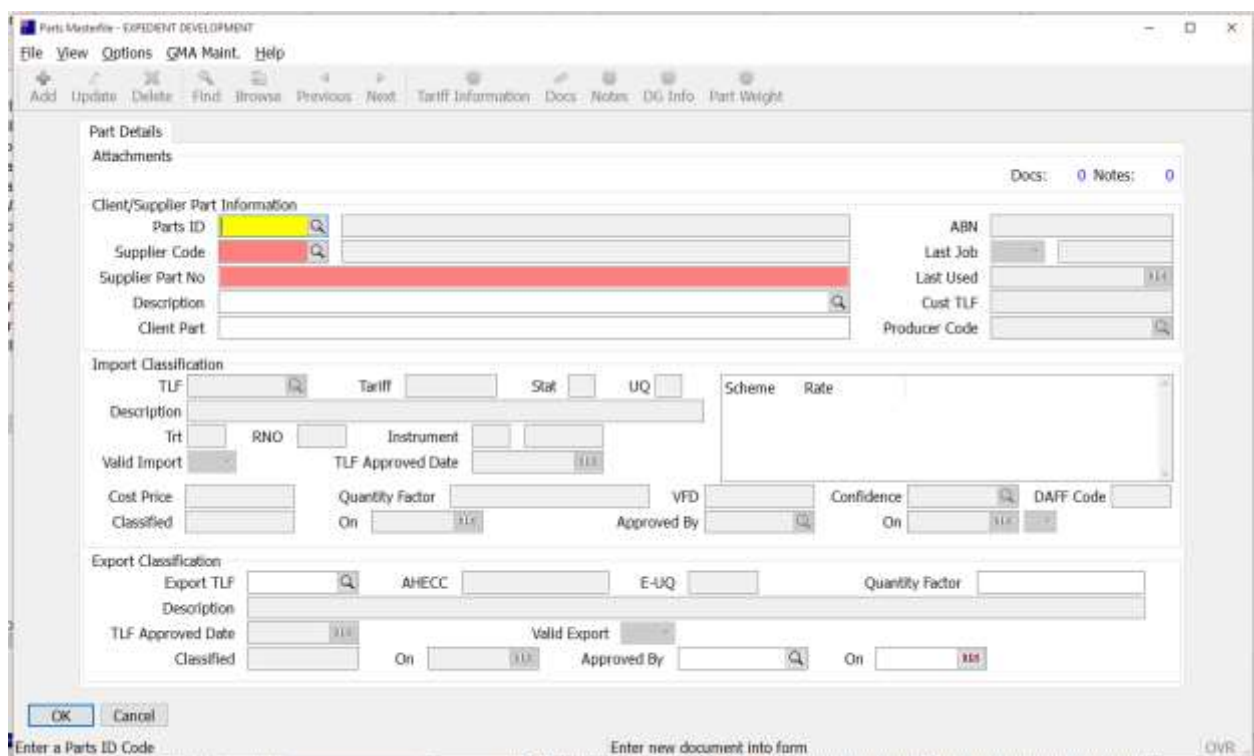
Parts can also be classified and added to Expedient as the [Parts are saved to the Shipper Invoice](#).


ADDING EXPORT ONLY PARTS





Adding Parts to the Expedient System is performed via menu **Customs Clearance/Tariff Class – CMR**




Parts. By clicking the  button or typing A will place the cursor in the input screen in Add Mode. See below:



Field Name	Description	Validation	Default
Client Code	This is the Customer Code. You can click on the  to lookup the Customer Masterfile.	Mandatory	Blank

Field Name	Description	Validation	Default
ABN	This is the Customer's ABN (and CAC if entered in the Customer Masterfile). This is a no entry field and is used for display purposes only	Mandatory	Customer Masterfile
Supplier Code	<p>This is the Supplier Code. You can click on the  to lookup the Supplier Masterfile.</p> <p>If you wish to add parts that are available to the customer from many suppliers use '#DEF' in this field.</p> <p>If you wish to add parts that are available for Export from the customer use '#EXP' in this field</p>	Mandatory	Blank
Last Job	This is a no entry field and used to display what Import job this part was last used against and what mode the job was.	N/A	System Generated
Supplier Part No	This is the Supplier's Part Number	Mandatory	Blank
Last Used	This is a no entry field and used to display what date this part was last used in an Import Job	N/A	System Generated
Description	This is the text description for the part. Use the  to see a list of part descriptions previously used for the client and supplier. Selecting a row in this list will set the TLF for the Part to match the selected row.	Optional	Blank
Cust TLF	This is the reference the Customer uses for the TLF	Optional	Blank
Client Part	This is the part number the client uses to reference the part	Optional	Defaults to Supplier Part Number
Import Classification			
TLF	<p>This is the Import TLF that you wish to associate with this part. Use the  to select a TLF from the TLF Masterfile. All other fields in this section are populated from the selected TLF Masterfile. Use the toolbar button</p> <div data-bbox="327 1534 550 1624">  Tariff Information </div> <p>to access the TLF Masterfile screen.</p>	Mandatory	Blank
Cost Price	This is the cost price stored against the part	Optional	Blank
Quantity Factor	This is the Landed Costing Volume/Weight factor for the part. Enter a value here that will be used to calculate the Customs Quantity when the Part is used in a Supplier Invoice e.g. the number of litres in a bottle, or the number of cans in a pallet	Optional	Blank
VFD	This is the Value for Duty	Optional	Blank
Classified	This is the user who classified this part for Import. This is a no entry field and used for display purposes	N/A	System Generated
On	This is the date the part was classified	N/A	System Generated

Field Name	Description	Validation	Default
Approved	This is the user who approved this part for Import	Optional	Blank
On	This is the date the user approved this part	N/A	Today
Export Classification			
Export TLF	<p>This is the Export TLF that you wish to associate with this part. Use the  to select a TLF from the Export TLF Masterfile. All other fields in this section are populated from the selected TLF Masterfile.</p> <p>The following fields will be populated with the information from the Export TLF Masterfile</p> <ul style="list-style-type: none"> • AHECC • E-UQ • Description • TLF Approved Date • Valid Export 	Mandatory	Blank
Quantity Factor	This is the Volume Factor for the part. Enter a value here that will be used to calculate the Customs Quantity when the Part is used in a Shipper Invoice e.g. the number of litres in a bottle, or the number of cans in a pallet	Optional	Blank
Classified	This is the user who classified this part for Export. This is a no entry field and used for display purposes	N/A	System Generated
On	This is the date the part was classified	N/A	System Generated
Approved	This is the user who approved this part for Export	Optional	Blank
On	This is the date the user approved this part	N/A	Today
Field Name	Description	Validation	Default

EXPORTS CMR Frequently Asked Questions (AU only)

Q. OUR EMAIL IS NOT WORKING. HOW CAN WE APPLY FOR EDN/ESM?

A. Expedient communicates to and from Customs via email. Two options are available depending on the situation.

1. If you are unable to send/receive email and you are still have access to the Internet you can use the Customs Interactive web site. To use this web site you will require a Microsoft XP/2000+/NT PC, Microsoft Java Virtual Machine installed and an Exported and Registered PKI Certificate.
2. If you are unable to send/receive email and DO NOT have access to the Internet or a Valid PKI Certificate. You will need to find someone in your organisation who does. If they too are unable to access the Internet you will need to action your Business Continuity Plan and obtain the EDN/ESM as a contingency from Customs or have a friendly obtain on your behalf. Once you have obtained your EDN/ESM:
 - EDN. You should use the Job Number as the Senders Reference once you have a clear EDN update this 9 character EDN Number in the Job Screen.

- ESM. You should use the Job Number as the Senders Reference once you have a clear ESM update this 9 character ESM Number in the ESM Entry screen. This is done by selecting the "U" located under Options.

***** WARNING *****

Once you make any changes in the Customs Interactive Web for any EDN or ESM you are not able to use EDI (Expedient System) to Amend / Change or Withdraw. Any future action must also be made via the Customs Interactive Web site.

Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS "BEING SUBMITTED". WHAT DO I DO?

A. Expedient communicates to and from Customs via email.

Connect to the <http://www.customs.gov.au> web site and click on "ICS Updates" This will display all declared ICS Outages. If there are no Outages declared by Customs the next step is confirm that there are no email problems in your organisation.

NOTE: If other EDN/ESMs have returned OK you could assume email is OK. The Expedient system allows the user to Reset the Submission status if the EDN/ESM has not returned in 10 minutes.

The reset option will not display if this 10 minute time has not lapsed. To reset the status you select the "*" Option located in the EDN/ESM Entry screen.

NOTE: If you have reset and resent the EDN/ESM once and you still have the same lack of response see below. The procedures are as follows:

1. Re-Check the Customs web site for Outages
2. Contact Your I.T. Support and confirm email is working
3. Contact ICS Help Desk 1800 022 267 Option 2

Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS "IN PROGRESS" WHAT DO I DO?

A. Expedient communicates to and from Customs via email.

Connect to the <http://www.customs.gov.au> web site and click on "ICS Updates". This will display all declared ICS Outages. If there are no Outages declared by Customs the next step is confirm that there are no email problems in you organisation.

NOTE: If other EDN/ESMs have returned OK you could assume email is OK. The Expedient system only allows the user to Reset the Submission status if the EDN/ESM has not returned in 10 minutes and has a valid EDN/ESM (i.e. It was a replacement).

The reset option will not display if this 10 minute time has not lapsed. To reset the status you select the "*" Option located in the EDN/ESM Entry screen.

NOTE: If the EDN/ESM is NOT a replacement and there is no valid EDN/ESM Number then the only options available are the procedure noted below.

NOTE: If the EDN/ESM was a replacement and you have reset and resent the EDN/ESM replacement once and you still have the same lack of response see below.

The procedures are as follows:

1. Re-Check the Customs web site for Outages
2. Connect to the Customs Interactive and Search for the EDN/ESM in the Outbound Messages area and then once found click on the re-send link.
3. If this still does not update the status Contact ICS Help Desk 1800 022 267 Option 2 ***

Q. I RECEIVE THE ERROR "ATTEMPTED TO LODGE A DOCUMENT WHERE ONE ALREADY EXISTS WITH THE SAME MESSAGE OWNER SITE ID, MESSAGE TYPE AND SENDERS REFERENCE." WHAT DOES THIS MEAN?

A. This normally occurs when a user attempts to create an EDN/ESM twice. The most common reason this can happen is when there has been an email outage within you organisation and the user has reset and resent the EDN/ESM. The original EDN/ESM response containing the EDN/ESM Number will normally arrive and update the system. Once this has occurred you can send a replacement. The original EDN/ESM response error / clear indicator can be viewed from option "H" from the EDN or ESM Entry screens.

If the original does not arrive for one reason or another you can search for the EDN/ESM in the Customs Interactive system in the Outbound Messages area. If you do not have access to this system Please call ICS Business Support on 1800 022 267 Option 2 and have them resend the response.

Q. MY PERMIT HAS ENCRYPTION HOWEVER I CAN'T SEE WHERE TO ENTER IT IN THE EDN SCREEN. WHAT DO I DO?

A. The ICS does not require Encryptions on Permits. Simply enter the Permit without the Encryption.

Q. I RECEIVE THE ERROR "INVALID GOODS OWNER ID (GOODS OWNER ID=XXXXXXXXXX)." WHAT DOES THIS MEAN?

A. This indicates that Customs have not dealt with the client since the introduction of CMR or you have not entered the ABN correctly. If the ABN is correct then you will need to access the Customs Interactive web site and add the Client into ICS Production. NOTE: Another less common cause could be you have sent the EDN/ESM to the ICS Test system. You can see this in the EDI History Option "H" in the EDN/ESM Entry screen.

Q. I HAVE PREVIOUSLY SENT AN ESM AND NOW I WANT TO WITHDRAW IT. HOW DO I DO THIS?

A. To Withdraw and ESM you need to firstly delete the attached EDN lines. This is done by selecting Delete line from the ESM Entry screen. Once all lines have been removed from the ESM the Withdraw option will be visible and you may select it.

NOTE: Once you have Withdrawn the ESM you will not be able to use this Consol number for ESM again.

Q. I HAVE DELETED ALL LINES FROM MY ESM AND NOW I RECEIVE AN ERROR. WHAT DO I DO?

A. Now you have deleted all the lines from the ESM you are now able to withdraw the ESM. However if you wish to use the consol in the future do not Withdraw it. Simply leave it in error until you wish to re-submit the EDN Lines.

Q. I HAVE WITHDRAWN MY EDN/ESM AND NOW WHEN I RE-SEND IT I RECEIVE AN ERROR. WHAT DO I DO?

A. Once you have Withdrawn and EDN/ESM in the ICS system you are unable to use the Job Number for EDNs and Consol Number for ESMs again. The solution here for EDNs is to NULLIFY to Consol option "U" in the Export Job Registration screen. This will remove it from the Consol allowing you to register a new Export Job which will result in a new Job Number. The solution here for ESMs is to create a new Consol. In each Job Registration attached to the old Consol use the "U" option to change the Consol Number to the newly created Consol.

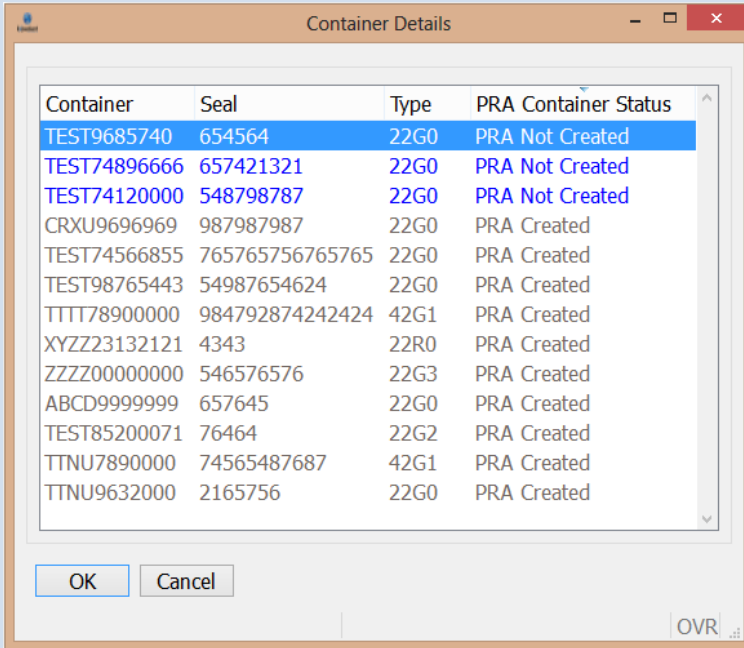
Creating PRA's (AU Only)

Once users have completed the Job Registration Creation process, and all of the data is saved that you require, users can CREATE & SUBMIT an ELECTRONIC PRE-RECEIVAL ADVICE (PRA) to the relevant Depot (via 1-Stop).

The Export Receival Advice is a detailed paper-based description of a container prepared by an exporter, forwarder, packer, or trucking company. To date the paper ERA has had to accompany the container when it is presented at the gate of a terminal for Export Receival.

Through 1-Stop, Patrick and DP World Terminals are equipped to receive an electronic ERA, known as PRA (Pre-Receival Advice) using the UN/EDIFACT-style IFTERA message. Only one Container is permitted on each IFTERA message:

PRA Entry	Container Details	Hazardous Details	Seal Details
Job Details			
Job No.	3045570		House Bill
Booking Ref No.	TEST BOOK REF		CAN
Communication Details			
Electronic PRA Status	B BEING SUBMITTED		Submission Date
Container Details			
Container	ZZZZ00000000	6	Type/ISO Code
Container Status	Full		20' GENERAL CONTAINER
Commodity	GENL	GENERAL	
Goods Description	TEST GOODS DESC		
Transport Type	Truck	Truck Rego No.	
No. of Seal Number(s)	1		
No. of Haz Lines	0		
Port Details			
Vessel Code	XINQDO	XIN QINGDAO	Voy ID
Origin Port	AUMEL	MELBOURNE	Lloyds
Disch Port			
Final Port	HKHKG	HONG KONG	
Load Terminal	CONWS	DP WORLD PORTS, WEST SWANSON	
Shipping Line	ANL	AUSTRALIAN NATIONAL LINE	
Origin Depot			
Deliver To			
Additional Information			
Transport Comp.		VBS Ref	
Transport ABN		VBS Date	
Extn. Code	TEST EXTN CODE		

Field Name	Description	Validation	Default
PRA Entry Tab			
Job Number	This is Expedient's Internal Reference.	Mandatory	Job Registration
Tab Function after Job Number	<p>Providing that containers exist on the Job, a pop up window will be shown. (Screenshot Below)</p> <p>This window will also show you a list of containers that a PRA have already been created for that apply to the Job that you entered.</p> <p>You can also access this window via the Zoom on the Container field.</p>	Mandatory	Job Registration
			
Booking Number	Shipping Line Booking Reference Number.	Mandatory	Job Registration
House Bill	House Bill Number from the Export Job Registration.	Mandatory	Job Registration
CAN	<p>If an ESM exists then the ESM is displayed in this field.</p> <p>If an EDN only exists, with no ESM, then the EDN is shown in this field.</p>	Mandatory	Consol/Job


Field Name	Description	Validation	Default
Electronic PRA Status	Current Status of the PRA. This information is then reflected in the Container Details Tab of the Export Job.	N/A	N/A
Submission Date	Date that the PRA was sent to the Terminal.	N/A	N/A
Container	Container Number the PRA is being created for. You can input the container number in manually or you can select from a list of containers using the Zoom function.	Mandatory	
Type / ISO Code	Type of container and is retrieved from the Container Details Tab in the Export Job. Use the Zoom function to search from the ISO Container Types Master File.	Mandatory	Job Registration
Container Status	Status of the container, whether the container is Full or Empty.	Mandatory	Full
Commodity	This is type of commodity of the container. Use the Zoom function to search from the PRA Commodity Codes Master File. Defaults to GENL.	Mandatory	GENL
Goods Description	This is the description of the Goods within the container.	Optional	Blank
Transport Type	Type of transport method to deliver the container to the Terminal: Truck or Rail	Optional	Truck
Truck Rego/Wagon No.	Truck Rego No: Registration of the Truck used to deliver the container to the Terminal. Wagon No.: Wagon Number on the Train used to deliver the container to the Terminal. NOTE: You cannot search in this field, unless Rail or Road has been selected from the Transport Type, this field will then be enabled.	Optional	Blank
No. of Seal Number(s)	Shows a list of seal numbers that have been added to the PRA – the Seal Information is shown on the Seal Details Tab.	Mandatory	Job Registration
No. of Haz Lines	Shows a list of Hazardous Details that have been added to the PRA – this information is shown in the Hazardous Details Tab. This is mandatory if the Commodity is HAZ.	Conditional	N/A
Ctr Net Wght	Net Weight of the container.	Mandatory	Job Registration

Field Name	Description	Validation	Default
Ctr Tare Wght	Weight of the Container in Kilograms.	Mandatory	Calculation based on Type/ISO Code
Ctr Gross Wght	Container Gross Weight: Tare Weight + Cargo Weight	Mandatory	Calculation
Cargo Volume	Volume of the Cargo in the Container.	Mandatory	Job Registration
No. Pcs	Total Number of Pieces in the Container.	Optional	Job Registration
Vessel Code	The Vessel that will be transporting the container from the Load Port to the Discharge Port. Use the Zoom function to search from the Vessels Master File.	Mandatory	Job Registration
Origin Port	The Port where the Container actually originated from. Use the Zoom function to search from the ISO Port Codes Master File.	Mandatory	Job Registration
Disch Port	The Port where the Container will be off-loaded. Use the Zoom function to search from the ISO Port Codes Master File.	Mandatory	Job Registration
Final Port	Intended final arrival Port of the Container. Use the Zoom function to search from the ISO Port Codes Master File.	Optional	Job Registration
Load Terminal	The Terminal Location where the container is loaded on the Vessel. Use the Zoom function to search from the PRA Terminals list.	Mandatory	Job Registration
Shipping Line	The Shipping Line who will Transport the Container from the Loading Port to the Discharge Port. Use the Zoom function to search from the Shipping Line Master File. NOTE: This field will auto-populate if the PRA Shipping Line Code field is populated in the Customer Masterfile.	Mandatory	Blank
Origin Depot	The Depot that the Container originated from. Use the Zoom function to search from the PRA Valid Depot List Master File.	Optional	Blank
Deliver To	The Depot that the container will be delivered to at the Destination Port. Use the Zoom function to search from the PRA Valid Depot List Master File.	Optional	Blank
Voy ID	The Voyage ID of the Vessel that will Transport the Container from the Load Port to the Discharge Port. Use the Zoom function to search from the Vessels Master File.	Mandatory	Job Registration

Field Name	Description	Validation	Default
Lloyds	The Lloyds Number of the Vessel that will Transport the Container from the Load Port to the Discharge Port. (Read Only Field)	Mandatory	Vessels Master File
Transport Comp	The Transport Company that will be delivering the Container to the Terminal.	Optional	Blank
Transport ABN	This is the Transport Company's ABN that will be delivering the Container to the Terminal.	Optional	Blank
Extn. Code	This information is retrieved from the Extn. Code field in the Export Job. (Read Only field) If this field is populated, this information will be shown in the ACCEPT and REJECT message.	Optional	Job Registration
VBS Ref	Terminal VBS (1-Stop's Vehicle Booking System) Booking Number.	Optional	Blank
VBS Date	Terminal VBS (1-Stop's Vehicle Booking System) Booking Date.	Optional	Blank
Container Details Tab			
Operating Reefer?	If the ISO/Type Code is a Reefer then this field becomes enabled. The user can then select whether the reefer is turned on or off by selecting YES or NO.	Conditional	Blank
Temperature	If the Reefer is turned on, then this is the temperature that the Container is set too.	Conditional	Blank
Vent	Airflow Value of the Container.	Optional	Blank
Humidity	Humidity within the Container.	Optional	Blank
Over Height	Value required for Out of Gauge Cargo. Over Height Measurement. This is the Cargo dimension exceeding a standard container. (cm)	Conditional	Blank
Over Length Front	Value required for Out of Gauge Cargo. Over Length Front measurement. This is the Cargo dimension exceeding a standard container. (cm)	Conditional	Blank
Over Width Left	Value required for Out of Gauge Cargo. Over Width Left measurement. This is the Cargo dimension exceeding a standard container. (cm)	Conditional	Blank
Over Length Back	Value required for Out of Gauge Cargo. Over Length Back measurement. This is the Cargo dimension exceeding a standard container. (cm)	Conditional	Blank

Field Name	Description	Validation	Default
Over Width Right	Value required for Out of Gauge Cargo. Over Width Right measurement. This is the Cargo dimension exceeding a standard container. (cm)	Conditional	Blank
Slot	This is the allocated slot on the vessel.	Optional	Blank
DPI Number	AQIS Seal Number.	Optional	Blank
Package Name	Name of the Person who packed the goods into the Container.	Optional	Blank
Packed Location	Location where the goods were packed.	Optional	Blank
Comments	Additional comments for the Container.	Optional	Blank
Berth No.	Location at the Terminal where the Vessel is positioned.	Optional	Blank
Date Packed	Date that the goods were packed into the Container.	Optional	Blank
Date Signed	Date of Signature.	Optional	Blank
Inland Departure	This is the Train/Truck Departure Date and Time from the inland location to the Terminal.	Optional	Blank
Inland Arrival	This is the Train / Truck Arrival Date and Time from the inland location to the Terminal.	Optional	Blank
Clip On	This describes the Clip-on unit number or flat rack identifier. (Not required for Tynes or Forked support)	Optional	Blank
Hazardous Details			
Line	Line Number (This value is only shown if the line item is populated)	N/A	N/A
DG Class	This is the Class of the Dangerous Goods. Use the Zoom function to access the list of valid Dangerous Goods Classes.	Mandatory	Blank
UNDG No.	This four digit number assigned by the United Nations committee on the Transport of Dangerous Goods.	Mandatory	Blank
IMDG Code Page	International Maritime Dangerous Goods Code is an international guideline for the safe transport of dangerous goods by Sea.	Optional	Blank
IMDG Code Version	Version of the International Maritime Dangerous Goods Code.	Optional	Blank
Flashpoint (CEL)	This is the Flash Point Temperature for flammable liquids.	Conditional	Blank

Field Name	Description	Validation	Default
Packing Group	Danger Level: 1 – Great Danger 2 – Medium Danger 3 – Minor Danger	Conditional	Blank
Weight (Kg)	Weight of the Hazardous Goods in Kilograms.	Mandatory	Blank
Hazard Technical Description	This is the Technical Name of the Hazardous goods.	Mandatory	Blank
Hazardous Contact Name	This is the Contact Person for the Hazardous Goods.	Mandatory	Blank
Contact Telephone Number	This is the Contact Person's Phone Number for the Hazardous Goods.	Mandatory	Blank
Seal Details Tab			
Line	Line Number (This value is only shown if the line item is populated – Max. 7 lines per Container)	N/A	N/A
Seal Number	Seal Number that is used to secure the goods in the Container.	Mandatory	Job Registration
Seal Party Code	The code of the party that sealed the container. Use the Zoom function to access the list of PRA Sealing Parties. It defaults to SH if the Seal Details are retrieved from the Export Job, otherwise the field will be blank until the Seal Number is entered manually.	Mandatory	SH
Seal Party Description	The description of the party that sealed the container. This is auto-populated when the Seal Party Code is selected.	Mandatory	Shipper
Seal Condition	The condition of the Seal that is used on the container. Drop Down List: OK and Damaged It default to OK if the Seal Details are retrieved from the Export Job, otherwise the field will be blank until the Seal Number is entered manually.	Mandatory	OK
Action Buttons			

Field Name	Description	Validation	Default
Submit PRA	<p>This executes the mandatory requirements that the Terminal require and sends the PRA message to the Terminal (via 1-Stop). If the validation fails then the PRA Submission Validation will be shown a list of errors that need to be corrected. If no errors exist then the PRA will be sent to the Terminal. On response from the Terminal an email will also be sent to the user who created the PRA, outlining the PRA details and status.</p> <p>This link can also be accessed via the Submit PRA link in the Communication Main Menu.</p>		
Validate PRA	<p>This button will validate the Terminals mandatory requirements. It will not submit the PRA to the Terminal. Depending on the result from the validation, a window will appear which outlines the errors that have been found on the PRA. This screen can also be accessed via the Validate PRA link in the Options Main Menu. The OK button will be enabled if the validation is successful. The Cancel Button will be enabled if validation has failed.</p> 		
PRA History	<p>This button directs the user to the EDI History screen, to view the outbound message and its details. (Options: View Raw Message)</p> <p>This link can also be accessed via the PRA History link in the Communication Main Menu.</p>		
Export Receival Advice	<p>This will allow the user to print the Export Delivery Docket. This screen can also be accessed via the Export Receival Advice link in the Options Main Menu.</p>		
Communication			
Cancel PRA	<p>You can only cancel the PRA after a response has been received from the Terminal. The status of the PRA will then be changed from ACCEPTED to BEING SUBMITTED.</p>		

View PRA FAQ**Q. TOO LATE CONTAINER APLS2869544 IS ALREADY AT PATRICK -**

A. The container number is listed on the Terminal system as already being at the dock.

1. IF IT IS INCORRECT (i.e. you still have the container) then you must call 1-STOP on 1300 881 055 so they can get the container removed.
2. IF IT IS CORRECT then sending a replacement is mute. All messages must be sent BEFORE the container is sent to the wharf.

Q. ERROR DISCHARGE PORT CANNOT BE SAME AS LOAD PORT

A. Check your PRA screen for this error. Whilst you can use the PRA system when sending containers from one Australian port to another, they must not be the same.

Q. PRA STILL SAYS "BEING SUBMITTED" AFTER AN HOUR, HOW DO I RESEND?

A. After half an hour you have the facility to "reset" the status of the PRA. You can do this in options, and * to reset. The status will then go to "Failed - View Errors" at which time you can then resend your PRA.

Note: Reason for no return message include, but not limited to:

1. Email problems
2. Outage or high volume processing at 1-STOP
3. Terminal EDI issues
4. Sending to a non PRA terminal (e.g. PATRICK MARITIME WHARF)

In which case resetting and resending messages may not help to get a response. Most of these cases will require you to "grin and bear it" as, unless there is a declared outage, no paper ERA's will be accepted.

Q. VOYAGE NUMBER NOT DEFINED

A. Usually just a case of not using the outward voyage id. Find the correct ID to use through your sources first, but if you are unable to get an answer call the Expedient helpdesk (you will need to advise the port of discharge e.g. Melbourne, and the Lloyds number) or 1-STOP Helpdesk.

Q. TOO LATE CONTAINER GSTU2675293 ALREADY AMENDED BY TERMINAL STAFF

A. Once the terminal staff alters a PRA on the system; no more PRA updates are permitted. You must call the Terminal if you have any problems.

Q. WEIGHT EXCEEDS CONTAINER MAXIMUM

A. The Cargo Gross weight is too high for the specified container. Please confirm the figures and adjust if incorrect.

Q. VOYAGE 999 LLOYDS 9999999 AT PATRICK-EAST SWANSON DOCK NOT IN

A. Most common reason for this error is that the vessel isn't calling at the specified dock. In the above case it may be going to P&O West Swanson or Webb Dock. Call the Expedient helpdesk for assistance in finding out where the vessel is due to call in or alternatively call 1-STOP helpdesk.

Q. DISCHARGE UN-LOCODE NOT DEFINED

A. The 5 letter port code used is incorrect. It can also mean that the discharge port is incorrect for that vessel. Check that the code is correct first before calling Expedient helpdesk

Q. VESSEL CUT OFF FOR RECEIVALS

A. Once the cut off has passed; PRA submissions will not be accepted. If you have a late receipt approved by the shipping line it still needs to be submitted before the end of the cut off period.

Q. UNABLE TO DELETE CONTAINER CRXU0756188 - NO ERA EXISTS

A. You cannot withdraw a PRA until the container has previously been accepted. If your messages have failed, and the container is no longer going to the wharf, you do not have to do anything. You cannot withdraw the container if it has already been received as well. You will need to talk to the terminal about removing the container from the system.

Q. LINE ANL FOR DP AKL NOT SHIPPING ON VES MSC CORINNA VOY 41

A. This long winded error tells you that the shipping line selected is not on the vessel. Call Millman helpdesk with the Lloyd's number and Port of Discharge for assistance or call the 1-STOP helpdesk.

Q. COMMODITY CODE NOT DEFINED

A. The code you have used may not be available at that terminal. Until the new draft codes are implemented by the terminals, the general codes are recommended; REEF (for reefer containers with a temp), GENL (for all general containers and reefer containers without a temp) and HAZ (for Hazardous materials including alcoholic spirits)

Q. WHAT DOES THE MESSAGE "DANGEROUS CLASS NOT ON FILE. USE CTRL-Z TO ZOOM VALID LIST OR CONTINUE IF VALID"

A. This error message means that the DG Class that has been entered does not exist in the Zoom file. You will need to correct the DG Class before you continue on entering in the remaining details on the Hazardous Details Tab.

Q. HOW DOES THE LOAD TERMINAL CODE GET AUTO-POPULATED?

A. If the Job Class = FCL and the Rec Terminal / LCL Depot field is populated on the Export Sea Job, then the Cust Code entered is looked up in the Customer Masterfile; Terminal Tab; 1-Stop Terminal Code field. The code in the 1-Stop Terminal Code field is then retrieved and auto-populated in the Load Terminal field when the PRA is created. If no code exists in the 1-Stop Terminal Code field then the Load Terminal field in the PRA will be blank.

If the Rec Terminal / LCL Depot field is not populated, then the Cust Code in the LCL Depot / Terminal field in the Consol (That the Export Job is attached too) is retrieved. This code is then looked up in the Customer Masterfile; Terminal; 1-Stop Terminal Code field. The code in the 1-Stop Terminal field is then retrieved and auto-populated in the Load Terminal field when the PRA is created. If no code exists in the 1-Stop Terminal Code field then the Load Terminal field in the PRA will be blank.

Q. HOW DOES THE GOODS DESCRIPTION GET AUTO-POPULATED?

A. The data in the Goods Description field of the PRA is retrieved from the Export Sea Job; Goods Tab; Goods Field. If multiple containers are attached to the Export Sea Job, then the same Goods Description will be retrieved from the Export Sea Job and not from the previous PRA. If there are multiple lines in the Goods Tab, then the first line is only retrieved.

PRA Rejection Messages

ERA0012

Rejection Message	Lloyds number not defined
Error Location	Loading Terminal
Causes	Your PRA has been submitted to the incorrect loading terminal.
How to Correct	Check the vessel schedule in 1-Stop Gateway or with the shipping line. Confirm that you have selected the correct terminal for this vessel. If not, correct the Loading Terminal Code and resubmit.

ERA0014

Rejection Message	Voyage number not defined
Error Location	Loading Terminal
Causes	Your PRA has been submitted to the incorrect loading terminal.
How to Correct	Check the vessel schedule in the 1-Stop Gateway or with the shipping line. Check that you have selected the correct terminal for this vessel. If not, correct the Loading Terminal Code and resubmit.

ERA0017

Rejection Message	Vessel not calling at discharge port
Error Location	Discharge Port / Vessel Schedule
Causes	The discharge port you have selected is not listed as a valid discharge port for the vessel you have selected.
How to Correct	Check the vessel schedule in the 1-Stop Gateway. Check that you have selected the correct terminal for this vessel. If not, correct the Loading Terminal Code and resubmit.

ERA0019

Rejection Message	ISO size/type not defined
Error Location	Container Details (ISO Code)
Causes	The container ISO Code is missing from the PRA or is invalid.
How to Correct	Check the ISO code on the container and re-submit the PRA with the correct code.

ERA0018

Rejection Message	ISO size/type not supplied
Error Location	Container Details (ISO Code)
Causes	The container ISO Code is missing from the PRA or is invalid.
How to Correct	Check the ISO code on the container and re-submit the PRA with the correct code.

ERA0021

Rejection Message	Operator not defined
Error Location	Shipping Line
Causes	The line operator code you have entered is invalid.
How to Correct	Check the vessel schedule for the correct code for your Shipping Line. Amend the PRA to show the correct details and resubmit.

ERA0022

Rejection Message	Operator not shipping on vessel/voyage
Error Location	Shipping Line
Causes	The Shipping Line you have selected is not listed as an operator for the vessel you have selected OR the code you have used for your Shipping Line is incorrect
How to Correct	Contact the Shipping Line you have the booking with and let them know that they are not listed as a line operator on this vessel/voyage. They will contact the terminal to have themselves added to this list. To check the code, see Shipping Line Codes

ERA0027

Rejection Message	Commodity code not defined
Error Location	Container Details (Commodity Code)
Causes	The commodity code you have entered is not valid.
How to Correct	Check the commodity code you have entered and ensure that it is correct before resubmitting.

ERA0030

Rejection Message	Over-dimensions not supplied for out-of-gauge cargo
Error Location	Over-dimensional Details / Commodity Code
Causes	You have used commodity code "OOG" but you have not supplied over-height and over-width measurements
How to Correct	Add Over-height and over-width measurements to your PRA and resubmit NOTE: All 5 over dimension measurements are required even if the value is 0.

ERA0154

Rejection Message	OUTOFGAUGE Commodity code must contain OutOfGauge details
Error Location	Over-dimensional Details / Commodity Code

Causes	You have used commodity code "OOG" but you have not supplied over-height and over-width measurements
How to Correct	Add Over-height and over-width measurements to your PRA and resubmit NOTE: All 5 over dimension measurements are required even if the value is 0.

ERA0257

Rejection Message	OUTOFGAUGE Commodity code must not contain General details
Error Location	Over-dimensional Details / Commodity Code
Causes	You have used commodity code "OOG" but you have not supplied over-height and over-width measurements
How to Correct	Add Over-height and over-width measurements to your PRA and resubmit NOTE: All 5 over dimension measurements are required even if the value is 0.

ERA0031

Rejection Message	CAN/Exemption Code not supplied
Error Location	Customs Export Ref
Causes	You have not provided a Customs Export Declaration number.
How to Correct	The CAN, EDN or other Customs number (Data entry help for more info) must be supplied. Exemption codes that can be used for seafreight can be found here

ERA0032

Rejection Message	Invalid ECN/CRN/CAN
Error Location	Customs Ref
Causes	The Customs Export Declaration Number (EDN/CRN/CAN) is invalid.
How to Correct	Check that you have entered the number correctly; if it is correct, contact Customs to check the status of the EDN.

ERA0040

Rejection Message	Container already in terminal
Error Location	Container number
Causes	Container is physically in the terminal already, OR the last time the container was shipped, the terminal did not remove the container from their system.
How to Correct	Confirm that the container number is correct and if it is, contact the terminal and request that they remove this container from their system to enable you to send another PRA.

ERA0042

Rejection Message	Cancel denied, container not pre-advise
Error Location	Container number
Causes	This is returned when you are trying to submit a CANCELLATION for a rejected PRA. It may also be returned when you have already cancelled a PRA.
How to Correct	You do not need to cancel rejected PRAs; the terminal only retains information on latest ACCEPTED PRAs. If you were trying to cancel an ACCEPTED PRA, check if it has already been cancelled and if so, no action is required.

ERA0043

Rejection Message	TOO LATE CONTAINER ALREADY AMENDED BY TERMINAL STAFF
Error Location	Container Number
Causes	Amendment to your PRA has been completed by terminal manually
How to Correct	No Corrections can be done at this point. Contact the terminal to confirm that the details of your PRA are correct in their system.

ERA0057

Rejection Message	Terminal not defined
Error Location	Loading Terminal
Causes	The terminal code you have entered is invalid.
How to Correct	See FAQ on our website and select a code from the list of terminals which accept PRAs.

ERA0071

Rejection Message	Weight outside limits HAZ Qty OUT OF RANGE FOR THIS UN CLASS
Error Location	Container Details (Weight)
Causes	The weight of your container exceeds the max weight for the terminal you have selected There is a discrepancy in the weights. The sum should be: Container Tare Weight + Net Cargo Weight = Container Gross weight
How to Correct	Contact the terminal or the 1-Stop Helpdesk to check the weight restrictions. For HAZARDOUS Cargo, the Container gross weight should exceed the Cargo Weight by 2 tonnes (2000kg)

ERA0090

Rejection Message	Port of Loading is Invalid for this Lloyds / Voyage Combination
Error Location	Vessel details
Causes	The loading terminal you have specified may not have the vessel/voyage combination you have selected, in their schedule, OR there may be leading or trailing characters on the voyage number that you have not included.
How to Correct	Check the vessel schedule with the Shipping Line/ Terminal directly. If your vessel is not available for your load port, contact the shipping line to have it added, OR enter the voyage number EXACTLY how it appears in the terminal's system.

ERA0908

Rejection Message	Pre-advise too early, not allowed at this time
Error Location	Vessel Schedules
Causes	Some terminals have time restrictions on when PRAs can be submitted. E.g. CONFR allow PRAs to be submitted 5 days before the vessel ETA.
How to Correct	Submit the PRA on a day which is closer to the ETA.

ERA0909

Rejection Message	OOG Dimensions must not be greater than 999 cm
Error Location	Over-dimensional Details
Causes	The value you have entered for the out of gage measurements is too high.
How to Correct	If you know that the value is definitely over 999cm, submit with 999cm and contact the terminal to amend at their end.

ERA0122

Rejection Message	A REEFER setting must be specified
Error Location	Reefer details
Causes	No temperature has been entered.
How to Correct	Enter the temperature setting and resubmit the PRA. On the 1-Stop website, only, if the reefer container doesn't have a temperature because it is empty and is a non-operating box then click of the Non- Operating Reefer check box and resubmit.

ERA0127

Rejection Message	Container Tare Weight + Cargo Gross Weight must equal Container Gross Weight
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Error Location	Container Details (Weight)
Causes	The values you have entered in the Tare and Cargo gross do not equal the gross container weight.
How to Correct	Correct the values so that the Tare Weight and Cargo Gross Weight equal the Container Gross Weight.

ERA0146

Rejection Message	Commodity MT must not have a CAN
Error Location	Customs Export Ref
Causes	Empty containers do not require a Customs Export Declaration number.
How to Correct	Remove the number and resubmit the PRA.

ERA0209

Rejection Message	Commodity MT must have EMPTY container status
Error Location	Container Details (Commodity Code)
Causes	The commodity code you have entered conflicts with the Empty/Full Status of the container you have entered.
How to Correct	If the container is empty, the commodity code must be changed to 'MT'. If the container is Full, please select a different commodity code.

PBL0001

Rejection Message	Could not find matching Booking List SL/Lloyds/Voyage
Error Location	Shipping Line Booking number
Causes	Shipping Line has not submitted your booking details to 1-Stop.
How to Correct	Check your booking details and match up with your PRA. If there are any discrepancies, correct them and resubmit the PRA. Failing that, contact the shipping line that issued the booking to verify the booking details.

PBL0002

Rejection Message	Matching Booking Reference not found Booking number (Eg.ABC123456) does not exist for Shipping line (Eg.HSD) Illegal HSD booking number provided
Error Location	Shipping Line Booking number
Causes	Shipping Line has not submitted your booking details to 1-Stop.
How to Correct	Check your booking details and match up with your PRA to ensure you have entered the booking number correctly. If there are any discrepancies, correct them and resubmit the PRA.

	If your booking details are correct, you will need to contact your Shipping Line and advise that 1-Stop does not have the booking details
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ERA0910

Rejection Message	Matching Booking Reference not found Booking number (Eg.ABC123456) does not exist for Shipping line (Eg.HSD) Illegal HSD booking number provided
Error Location	Shipping Line Booking number
Causes	Shipping Line has not submitted your booking details to 1-Stop.
How to Correct	Check your booking details and match up with your PRA to ensure you have entered the booking number correctly. If there are any discrepancies, correct them and resubmit the PRA. If your booking details are correct, you will need to contact your Shipping Line and advise that 1-Stop does not have the booking details

PBL0004

Rejection Message	Booking Found, all container slots are FULL
Error Location	Shipping Line Booking number
Causes	The number of PRAs submitted exceeds the number of containers on the Shipping Line Booking. Some shipping lines count the number of PRAs against their booking lists so if you submit more containers than were originally booked through the shipping line this error will occur.
How to Correct	Check the number of PRA's submitted. Cancel PRA's that should not be on the list. ALWAYS wait for an ACCEPTED response for the cancelled PRA before submitting another PRA. Submitting a PRA with the incorrect container number OR booking number will cause this rejection also so please check this.

PBL0013

Rejection Message	Discharge Port does not match Booking Discharge or Final Discharge Port
Error Location	Shipping Line Booking number
Causes	Shipping Line Booking shows a different discharge/final destination port to what you have entered in your PRA.
How to Correct	Check your booking details and match up with your PRA. If there are any discrepancies, correct them and resubmit the PRA.

PBL0014

Rejection	Could not match PRA to a Booking in the Booking List
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Message	
Error Location	Shipping Line Booking number
Causes	Shipping Line has not submitted your booking details to 1-Stop.
How to Correct	Contact the Shipping Line you have the booking with and prompt them to send the booking details to 1-Stop.

PBL0011

Rejection Message	Discharge Port does not match
Error Location	Discharge Port
Causes	The discharge port you have entered on your PRA does not match the discharge port on the Shipping Line's booking.
How to Correct	Contact the Shipping Line to confirm the correct discharge port for your booking. Correct it accordingly and resubmit the PRA

PBL0003

Rejection Message	Booking number does not match Line Operator
Error Location	Shipping Line Booking Ref
Causes	The booking number you have entered on your PRA was found but for a different Shipping Line than the one you have entered
How to Correct	Check that you have selected the correct Shipping Line code, if not change it and resubmit the PRA

PBL0012

Rejection Message	Discharge Port and Final Discharge Port do not match
Error Location	Discharge Port and Final Destination
Causes	The discharge port and final destination codes you have entered on your PRA do not match what has been supplied to 1-Stop for your booking number
How to Correct	Contact the Shipping Line to confirm the correct discharge and final destination ports for your booking. Correct these accordingly and resubmit the PRA

ERA0058

Rejection Message	Load UNLOCODE not defined
Error Location	Load Port
Causes	The Load port (UN Location Code) has not been specified in your PRA or is invalid
How to Correct	Confirm the correct Load Port for the terminal you are sending the PRA to and resubmit the PRA with the correct code

ERA0009

Rejection Message	Load UNLOCODE not supplied
Error Location	Load Port
Causes	The Load port (UN Location Code) has not been specified in your PRA or is invalid
How to Correct	Confirm the correct Load Port for the terminal you are sending the PRA to and resubmit the PRA with the correct code

ERA0222

Rejection Message	GENERAL Commodity code must contain General details
Error Location	Commodity Code / Hazardous Details / Reefer Details
Causes	You have supplied reefer/hazardous details for a commodity which does not allow or require them
How to Correct	<p>If your container is general, remove any hazardous and reefer details and resubmit the PRA</p> <p>If your container is a reefer use any reefer commodity code and resubmit the PRA</p> <p>If your container is a reefer with hazardous cargo inside, use commodity code "HAZD" (which allows a temperature to be provided) and resubmit the PRA</p>

ERA0144

Rejection Message	GENERAL Commodity code must not contain Reefer details
Error Location	Commodity Code / Hazardous Details / Reefer Details
Causes	You have supplied reefer/hazardous details for a commodity which does not allow or require them
How to Correct	<p>If your container is general, remove any hazardous and reefer details and resubmit the PRA</p> <p>If your container is a reefer use any reefer commodity code and resubmit the PRA</p> <p>If your container is a reefer with hazardous cargo inside, use commodity code "HAZD" (which allows a temperature to be provided) and resubmit the PRA</p>

ERA0227

Rejection Message	GENERAL Commodity code must not contain HazReefer details
Error Location	Commodity Code / Hazardous Details / Reefer Details
Causes	You have supplied reefer/hazardous details for a commodity which does not allow or require them
How to Correct	If your container is general, remove any hazardous and reefer details and resubmit the PRA

	<p>If your container is a reefer use any reefer commodity code and resubmit the PRA</p> <p>If your container is a reefer with hazardous cargo inside, use commodity code "HAZD" (which allows a temperature to be provided) and resubmit the PRA</p>
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ERA0906

Rejection Message	GENERAL Commodity code must not contain Hazardous details
Error Location	Commodity Code / Hazardous Details / Reefer Details
Causes	You have supplied reefer/hazardous details for a commodity which does not allow or require them
How to Correct	<p>If your container is general, remove any hazardous and reefer details and resubmit the PRA</p> <p>If your container is a reefer use any reefer commodity code and resubmit the PRA</p> <p>If your container is a reefer with hazardous cargo inside, use commodity code "HAZD" (which allows a temperature to be provided) and resubmit the PRA</p>

ERA0226

Rejection Message	Hazard details exist but commodity not Hazard
Error Location	Commodity Code / Hazardous Details / Reefer Details
Causes	You have supplied reefer/hazardous details for a commodity which does not allow or require them
How to Correct	<p>If your container is general, remove any hazardous and reefer details and resubmit the PRA</p> <p>If your container is a reefer use any reefer commodity code and resubmit the PRA</p> <p>If your container is a reefer with hazardous cargo inside, use commodity code "HAZD" (which allows a temperature to be provided) and resubmit the PRA</p>

ERA0011

Rejection Message	Lloyds number not supplied
Error Location	Vessel Details
Causes	You have not provided the Lloyds number for the selected vessel
How to Correct	Confirm the correct Lloyds number for the vessel your container is being loaded on and resubmit the PRA with the Lloyds number

ERA0016

Rejection Message	Discharge Port not defined
Error Location	Discharge Port

Causes	The discharge port (UN Location Code) has not been specified in your PRA or is invalid
How to Correct	Confirm the correct discharge port code your container is being sent to and resubmit the PRA with the correct code

ERA0505

Rejection Message	Reefer container should have a reefer commodity
Error Location	Container ISO Code / Commodity Code / Reefer Details
Causes	You have provided a reefer ISO or temperature in your PRA but the commodity code indicates its a General container (eg. No temperature required)
How to Correct	Check the commodity code / ISO code you have used is correct for your container type and goods. Resubmit the PRA with the correct code

ERA0027

Rejection Message	Commodity code not defined
Error Location	Commodity Code
Causes	The Commodity Code has not been specified in your PRA OR is invalid
How to Correct	Confirm the correct commodity code for your goods and resubmit the PRA with the correct code

ERA0229

Rejection Message	HAZARDOUS Commodity code must contain Hazardous details
Error Location	Commodity Code / Hazardous Details
Causes	You have used a Hazardous commodity code, but the hazardous details are missing
How to Correct	Resubmit the PRA with the hazardous information

ERA0233

Rejection Message	HAZARDOUS Commodity code must not contain General details
Error Location	Commodity Code / Hazardous Details
Causes	You have used a Hazardous commodity code, but the hazardous details are missing
How to Correct	Resubmit the PRA with the hazardous information

ERA0151

Rejection Message	EMPTYHAZ Commodity code must contain Hazardous details
Error Location	Commodity Code / Hazardous Details
Causes	You have used a Hazardous commodity code, but the hazardous details are missing
How to Correct	Resubmit the PRA with the hazardous information

ERA0236

Rejection Message	EMPTYHAZ Commodity code must not contain General details
Error Location	Commodity Code / Hazardous Details
Causes	You have used a Hazardous commodity code, but the hazardous details are missing
How to Correct	Resubmit the PRA with the hazardous information

ERA0219

Rejection Message	HAZREEFER Commodity code must contain Hazardous details
Error Location	Commodity Code / Hazardous Details
Causes	You have used a Hazardous commodity code, but the hazardous details are missing
How to Correct	Resubmit the PRA with the hazardous information

ERA0240

Rejection Message	HAZREEFER Commodity code must not contain General details
Error Location	Commodity Code / Hazardous Details
Causes	You have used a Hazardous commodity code, but the hazardous details are missing
How to Correct	Resubmit the PRA with the hazardous information

PBL0010

Rejection Message	Load Port does not match
Error Location	Load Port
Causes	The load port (UN Location code) you have entered on your PRA does not match what has been supplied to 1-Stop for your booking number
How to Correct	Contact the Shipping Line to confirm the correct load port for your booking. Correct this accordingly and resubmit the PRA

ERA0145

Rejection Message	GENERAL Commodity code must not contain OutOfGauge details
Error Location	Commodity Code / Out of Gage Details
Causes	You have supplied OOG dimensions for a commodity which does not allow or require them
How to Correct	If your container is Out of Gage, change the commodity code to "OOG" and resubmit the PRA. If not, you will need to remove the OOG dimensions and resubmit the PRA.

ERA0261

Rejection Message	REEFER Commodity code must contain Reefer details
Error Location	Commodity Code / Reefer Details

Causes	You have NOT supplied reefer details (eg. temperature or ISO/Type Code) for a commodity which requires them
How to Correct	Resubmit the PRA with the reefer details

ERA0142

Rejection Message	HAZREEFER Commodity code must contain Reefer details
Error Location	Commodity Code / Reefer Details
Causes	You have NOT supplied reefer details (eg. temperature or ISO/Type Code) for a commodity which requires them
How to Correct	Resubmit the PRA with the reefer details

ERA0905

Rejection Message	Container is not reefer ISO type
Error Location	Container ISO/Type Code
Causes	You have supplied reefer details (Eg. Temperature) for a non-reefer Container ISO/Type
How to Correct	If the container is a reefer, confirm the correct ISO/Size code and resubmit the PRA accordingly. If not, remove the reefer details and resubmit the PRA

ERA0905

Rejection Message	Container is not reefer ISO type
Error Location	Container ISO/Type Code
Causes	You have supplied reefer details (Eg. Temperature) for a non-reefer Container ISO/Type
How to Correct	If the container is a reefer, confirm the correct ISO/Size code and resubmit the PRA accordingly. If not, remove the reefer details and resubmit the PRA

ERA0061

Rejection Message	Temperature too high for commodity
Error Location	Reefer details (temperature) / Commodity Code
Causes	Each reefer commodity code has a set temperature range and the temperature you have entered is too high for the commodity code you have selected
How to Correct	Select a commodity code with a temperature range that suits the temperature your goods require and resubmit the PRA

ERA0060

Rejection Message	Temperature too low for commodity
Error Location	Reefer details (temperature) / Commodity Code

Causes	Each reefer commodity code has a set temperature range and the temperature you have entered is too low for the commodity code you have selected
How to Correct	Select a commodity code with a temperature range that suits the temperature your goods require

ERA0028

Rejection Message	Temperature not supplied for reefer cargo
Error Location	Reefer details
Causes	You have NOT supplied temperature for a reefer container
How to Correct	Resubmit the PRA with the temperature

ERA0265

Rejection Message	REEFER Commodity code must not contain General details
Error Location	Commodity Code / Container ISO/Type Code
Causes	You have used a reefer commodity code but you have entered a general Container ISO/Type Code
How to Correct	If your container is a Reefer, confirm the correct ISO/Type code and resubmit the PRA. If not, change the commodity code to a general code and resubmit the PRA

ERA0020

Rejection Message	Operator not supplied
Error Location	Shipping Line Operator Code
Causes	You have not supplied a Line Operator Code
How to Correct	Add the Line Operator code and resubmit the PRA

ERA0269

Rejection Message	REEFER ISO must have 3rd character of ISO code as R or 3
Error Location	Container ISO/Type Code
Causes	The ISO/Type code you have used is not a valid reefer ISO/Type code
How to Correct	If your container is a Reefer, confirm the correct ISO/Type code and resubmit the PRA. If not, change the ISO/type to a general code and resubmit the PRA

ERA0243

Rejection Message	HAZREEFER ISO code must contain 3 or R in 3rd character
Error Location	Container ISO/Type Code
Causes	The ISO/Type code you have used is not a valid reefer ISO/Type code
How to Correct	If your container is a Reefer, confirm the correct ISO/Type code and resubmit the PRA. If

not, change the ISO/type to a general code and resubmit the PRA

ERA0015

Rejection Message	Discharge port not supplied
Error Location	Discharge Port
Causes	You have not supplied a Discharge Port Code (UN Location Code)
How to Correct	Add the Discharge Port Code and resubmit the PRA

ERA0911

Rejection Message	Inactive Terminal has been defined
Error Location	Loading Terminal
Causes	The terminal code you have specified does not accept PRAs
How to Correct	Confirm the code for the intended terminal, and resubmit the PRA accordingly

ERA0079

Rejection Message	Hazardous net weight or contact details not supplied for hazardous cargo
Error Location	Hazardous Details
Causes	You have NOT entered either the Hazardous net weight OR the contact details for one or more of your hazardous items
How to Correct	Add the missing information and resubmit the PRA

ERA0024

Rejection Message	Weight not supplied
Error Location	Container Details (Gross Weight)
Causes	You have not supplied the Container's Gross weight
How to Correct	Add the missing information and resubmit the PRA

ERA0121

Rejection Message	Container ISO code must be 4 characters and is obtained from the actual container
Error Location	Container ISO/Type Code
Causes	You have entered an invalid or incomplete Container ISO/Type code
How to Correct	Confirm the correct ISO/Type code by checking the actual container and correct and resubmit your PRA

ERA0013

Rejection Message	Voyage number not supplied
Error Location	Vessel Details (Voyage Number)
Causes	You have not supplied the voyage number for the vessel you have chosen

How to Correct	Add the missing information and resubmit the PRA
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ERA0084

Rejection Message	FLASHPOINT TEMPERATURE IS INCORRECT VALID VALUES ARE FROM -99.9 AND 99.0 DEGREE CELCIUS
Error Location	Hazardous details (Flash Point)
Causes	You have entered a flash point value that is not within the valid range (-99.9 AND 99.0 Degrees Celcius)
How to Correct	Confirm the correct value, correct and resubmit the PRA

ERA0102

Rejection Message	Discharge port cannot be the same as Load Port
Error Location	Discharge Port / Load Port
Causes	You have entered the same UN Location Code for the Load Port and Discharge Port
How to Correct	Confirm where your container is being loaded and discharged and resubmit the PRA accordingly

ERA0073

Rejection Message	Empty container has commodity code
Error Location	Commodity Code / Container full/empty status
Causes	You have indicated that the container is Empty in the container status section but you have used a commodity code for general or refrigerated cargo
How to Correct	If the container is empty, change the commodity code to 'MT' or 'MTHZ' and resubmit the PRA If the container is full, change the full/empty status accordingly

ERA0119

Rejection Message	Commodity code must be set to MT or MTHZ when Container Status is EMPTY
Error Location	Commodity Code / Container full/empty status
Causes	You have indicated that the container is Empty in the container status section but you have used a commodity code for general or refrigerated cargo
How to Correct	If the container is empty, change the commodity code to 'MT' or 'MTHZ' and resubmit the PRA If the container is full, change the full/empty status accordingly

ERA0224

Rejection Message	GENERAL Commodity code must not contain Empty details
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Message	
Error Location	Commodity Code / Container full/empty status
Causes	You have indicated that the container is Empty in the container status section but you have used a commodity code for general or refrigerated cargo
How to Correct	If the container is empty, change the commodity code to 'MT' or 'MTHZ' and resubmit the PRA If the container is full, change the full/empty status accordingly

ERA0263

Rejection Message	REEFER Commodity code must not contain Empty details
Error Location	Commodity Code / Container full/empty status
Causes	You have indicated that the container is Empty in the container status section but you have used a commodity code for general or refrigerated cargo
How to Correct	If the container is empty, change the commodity code to 'MT' or 'MTHZ' and resubmit the PRA If the container is full, change the full/empty status accordingly

ERA0026

Rejection Message	Commodity not supplied
Error Location	Commodity Code
Causes	You have not supplied a commodity code
How to Correct	Add the missing information and resubmit the PRA

ERA0150

Rejection Message	EMPTYHAZ Commodity must not have a CAN
Error Location	Customs Ref
Causes	You have supplied a Customs Reference (CAN/EDN/CRN) for an Empty Haz container and it is not required
How to Correct	Remove the Customs ref and resubmit the PRA

ERA0037

Rejection Message	Container full status not supplied
Error Location	Container Details (Empty/Full Status)
Causes	You have not supplied the container full or empty status in your PRA or the value you have supplied is invalid
How to Correct	Add the missing information and resubmit the PRA

ERA0069

Rejection Message	Container full status not defined
Error Location	Container Details (Empty/Full Status)
Causes	You have not supplied the container full or empty status in your PRA or the value you have supplied is invalid
How to Correct	Add the missing information and resubmit the PRA

ERA0051

Rejection Message	Over-dimension (top) not numeric
Error Location	Over-dimension details
Causes	You have used characters other than numbers in on of the over-dimension sections
How to Correct	Resubmit the PRA with only numbers (centimetres) in this section NOTE: All 5 over-dimension measurements are required even if the value is 0

ERA0052

Rejection Message	Over-dimension (front) not numeric
Error Location	Over-dimension details
Causes	You have used characters other than numbers in on of the over-dimension sections
How to Correct	Resubmit the PRA with only numbers (centimetres) in this section NOTE: All 5 over-dimension measurements are required even if the value is 0

ERA0053

Rejection Message	Over-dimension (back) not numeric
Error Location	Over-dimension details
Causes	You have used characters other than numbers in on of the over-dimension sections
How to Correct	Resubmit the PRA with only numbers (centimetres) in this section NOTE: All 5 over-dimension measurements are required even if the value is 0

ERA0055

Rejection Message	Over-dimension (right) not numeric
Error Location	Over-dimension details
Causes	You have used characters other than numbers in on of the over-dimension sections
How to Correct	Resubmit the PRA with only numbers (centimetres) in this section NOTE: All 5 over-dimension measurements are required even if the value is 0

ERA0054

Rejection Message	Over-dimension (left) not numeric
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Error Location	Over-dimension details
Causes	You have used characters other than numbers in on of the over-dimension sections
How to Correct	Resubmit the PRA with only numbers (centimetres) in this section NOTE: All 5 over-dimension measurements are required even if the value is 0

ERA0902

Rejection Message	Container number with invalid characters
Error Location	Container number
Causes	The container number you have entered contains invalid characters (eg. space, hyphens, slashes, dashes)
How to Correct	Remove the invalid characters and resubmit the PRA

ERA0113

Rejection Message	Shipping line booking reference number can not be blank
Error Location	Consignment details (Shipping Line booking ref)
Causes	A shipping line booking reference number has not been included in the PRA
How to Correct	Add the missing data and resubmit the PRA

ERA0210

Rejection Message	Commodity MT or MTHZ must have EMPTY container status
Error Location	Commodity Code / Container Status (Full/Empty)
Causes	You have used an empty commodity code, but you have indicated that the container is full
How to Correct	If the container is empty, change the container status to Empty and resubmit the PRA If the container is full, change the commodity code accordingly and resubmit the PRA

ERA0120

Rejection Message	Commodity code must not be set to MT or MTHZ when Container Status is FULL
Error Location	Commodity Code / Container Status (Full/Empty)
Causes	You have used an empty commodity code, but you have indicated that the container is full
How to Correct	If the container is empty, change the container status to Empty and resubmit the PRA If the container is full, change the commodity code accordingly and resubmit the

	PRA
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ERA0149

Rejection Message	EMPTYHAZ Commodity must have empty container status
Error Location	Commodity Code / Container Status (Full/Empty)
Causes	You have used an empty commodity code, but you have indicated that the container is full
How to Correct	If the container is empty, change the container status to Empty and resubmit the PRA If the container is full, change the commodity code accordingly and resubmit the PRA

ERA0214

Rejection Message	EMPTY Commodity code must not contain General details
Error Location	Commodity Code / Container Status (Full/Empty)
Causes	You have used an empty commodity code, but you have indicated that the container is full
How to Correct	If the container is empty, change the container status to Empty and resubmit the PRA If the container is full, change the commodity code accordingly and resubmit the PRA

ERA0140

Rejection Message	HAZARDOUS Commodity code must not contain Reefer details
Error Location	Reefer details / Commodity Code
Causes	You have used a Hazardous (only) commodity code, and you have supplied reefer details
How to Correct	If your goods are temperature controlled hazardous items, you will need to change the commodity code to "HAZD" (which allows a temperature to be provided) and resubmit the PRA If your goods are NOT Hazardous, change the commodity code accordingly and resubmit the PRA

ERA0234

Rejection Message	HAZARDOUS Commodity code must not contain HazReefer details
Error Location	Reefer details / Commodity Code
Causes	You have used a Hazardous (only) commodity code, and you have supplied reefer details
How to	If your goods are temperature controlled hazardous items, you will need to change the

Correct	<p>commodity code to "HAZD" (which allows a temperature to be provided) and resubmit the PRA</p> <p>If your goods are NOT Hazardous, change the commodity code accordingly and resubmit the PRA</p>
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ERA0074

Rejection Message	Hazard not defined
Error Location	Hazardous details
Causes	The UNDG Number you have supplied is invalid or unknown
How to Correct	<p>Check the UNDG number on the UN Dangerous Goods List to ensure the details are correct. If not, correct your PRA and resubmit.</p> <p>If they are, 1-Stop will need to have the item added to their database, so send a copy of the MO41 and a screenshot of the UNDG List by email to the 1-Stop Helpdesk and request that the UNDG be added to the 1-Stop Gateway dangerous goods list.</p>

ERA0214

Rejection Message	EMPTY Commodity code must not contain EmptyHaz details
Error Location	Hazardous Details / Commodity Code
Causes	You have used the EMPTY Commodity Code (MT) but you have entered Hazardous details
How to Correct	<p>If your container is empty and contains hazardous residue, you will need to change the commodity code to "MTHZ" (which allows hazardous details to be used) and resubmit the PRA</p> <p>If your container is full, change the commodity code accordingly and resubmit the PRA</p>

ERA0215

Rejection Message	EMPTY Commodity code must not contain Hazardous details
Error Location	Hazardous Details / Commodity Code
Causes	You have used the EMPTY Commodity Code (MT) but you have entered Hazardous details
How to Correct	<p>If your container is empty and contains hazardous residue, you will need to change the commodity code to "MTHZ" (which allows hazardous details to be used) and resubmit the PRA</p> <p>If your container is full, change the commodity code accordingly and resubmit the PRA</p>

ERA0231

Rejection Message	HAZARDOUS Commodity code must not contain Empty details
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Error Location	Commodity Code / Container Status (Full/Empty)
Causes	You have used a hazardous (full) commodity code, but you have indicated that the container is empty
How to Correct	<p>If your container is empty and contains hazardous residue, you will need to change the commodity code to "MTHZ" (which allows hazardous details to be used) and resubmit the PRA</p> <p>If your container is full, change the status accordingly and resubmit the PRA</p>

ERA0232

Rejection Message	HAZARDOUS Commodity code must not contain EmptyHaz details
Error Location	Commodity Code / Container Status (Full/Empty)
Causes	You have used a hazardous (full) commodity code, but you have indicated that the container is empty
How to Correct	<p>If your container is empty and contains hazardous residue, you will need to change the commodity code to "MTHZ" (which allows hazardous details to be used) and resubmit the PRA</p> <p>If your container is full, change the status accordingly and resubmit the PRA</p>

ERA0260

Rejection Message	PACKING GROUP not supplied for HAZARDOUS Commodity
Error Location	Hazardous details
Causes	You have not supplied the packing group for one of your hazardous items
How to Correct	Add the missing packing group and resubmit the PRA

ERA0029

Rejection Message	Hazardous class not supplied for hazardous cargo
Error Location	Hazardous details
Causes	You have not supplied the class for one of your hazardous items
How to Correct	Add the missing class and resubmit the PRA

ERA0115

Rejection Message	Container number cannot be blank
Error Location	Container Details (Container number)
Causes	You have not supplied a container number your PRA
How to Correct	<p>Enter the container number and resubmit the PRA</p> <p>NOTE: PRAs for breakbulk cargo cannot be sent through the 1-Stop Gateway, please contact the terminal the cargo is being delivered to for advice on how to pre-advise.</p>

ERA0157

Rejection Message	OUTOFGAUGE Commodity code must not contain Hazardous details
Error Location	Commodity Code
Causes	You have used the Out of Gage (OOG) commodity code, but you have supplied hazardous information
How to Correct	Change the commodity code to a Hazardous one and resubmit the PRA If your container is OOG and contains hazardous cargo, seek advice from the shipping line or terminal on how to pre-advise it or contact the 1-Stop Helpdesk

ERA0155

Rejection Message	REEFER Commodity code must not contain OutOfGauge details
Error Location	Over-dimension details
Causes	You have used a reefer commodity code, but you have supplied over-dimension details
How to Correct	Change the commodity code to OOG (for Out of Gage containers) and resubmit the PRA If your container is OOG and is also a reefer, seek advice from the shipping line or terminal on how to pre-advise it or contact the 1-Stop Helpdesk

ERA0156

Rejection Message	EMPTY Commodity code must not contain OutOfGauge details
Error Location	Over-dimension details
Causes	You have used a empty commodity code, but you have supplied over-dimension details
How to Correct	Change the commodity code to OOG (for Out of Gage containers) and resubmit the PRA

ERA0266

Rejection Message	REEFER Commodity code must not contain Hazardous details REEFER Commodity code must not contain HazReefer details
Error Location	Hazardous details / Commodity Code
Causes	You have used a Reefer (only) commodity code, and you have supplied hazardous details
How to Correct	If your goods are temperature controlled hazardous items, you will need to change the commodity code to "HAZD" (which allows a temperature to be provided) and resubmit the PRA If your goods are NOT Hazardous, remove the hazardous details and resubmit the PRA

ERA0270

Rejection Message	STORAGE CONTAINER MUST NOT BE FULL
Error Location	Consignment details (Category) / Container Details (full/empty status)
Causes	Your PRA states that the container is being sent to the terminal for storage purposes but you have indicated that it is full
How to Correct	<p>If your container is being exported, change the category to "Export" and resubmit the PRA</p> <p>If your container is being delivered for storage purposes, change the status to "Empty" and resubmit the PRA</p>

ERA0072

Rejection Message	Weight for 20 foot container exceeded
Error Location	Container Details (Gross Weight)
Causes	The gross weight you have entered is too high for a 20 foot container
How to Correct	The gross weight must be less than 50000kg for containers equal or less than 20' in length. Correct the weight and resubmit the PRA

ERA0268

Rejection Message	REEFER Commodity code must not contain Insulated details
Error Location	Container ISO/Type Code
Causes	You have used an ISO with a 3rd character of 2, 4 or H (Eg. 3042 or 20H1) which indicates that the container is insulated (or has port holes) but you have used a commodity code which does not allow this container type
How to Correct	<p>Check the ISO on the container and confirm it's correct, if not amend and resend your PRA</p> <p>NOTE: There is currently only one commodity code which can be used with this ISO/Type, 'SNTU' - TUNA - SNOWSHOT</p>

ERA0228

Rejection Message	GENERAL Commodity code must not contain Insulated details
Error Location	Container ISO/Type Code
Causes	You have used an ISO with a 3rd character of 2, 4 or H (Eg. 3042 or 20H1) which indicates that the container is insulated (or has port holes) but you have used a commodity code which does not allow this container type
How to	Check the ISO on the container and confirm it's correct, if not amend and resend your

Correct	PRA NOTE: There is currently only one commodity code which can be used with this ISO/Type, 'SNTU' - TUNA - SNOWSHOT
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ERA0235

Rejection Message	HAZARDOUS Commodity code must not contain Insulated details
Error Location	Container ISO/Type Code
Causes	You have used an ISO with a 3rd character of 2, 4 or H (Eg. 3042 or 20H1) which indicates that the container is insulated (or has port holes) but you have used a commodity code which does not allow this container type
How to Correct	Check the ISO on the container and confirm it's correct, if not amend and resend your PRA NOTE: There is currently only one commodity code which can be used with this ISO/Type, 'SNTU' - TUNA - SNOWSHOT

ERA0259

Rejection Message	OUTOFGAGE Commodity code must not contain Insulated details
Error Location	Container ISO/Type Code
Causes	You have used an ISO with a 3rd character of 2, 4 or H (Eg. 3042 or 20H1) which indicates that the container is insulated (or has port holes) but you have used a commodity code which does not allow this container type
How to Correct	Check the ISO on the container and confirm it's correct, if not amend and resend your PRA NOTE: There is currently only one commodity code which can be used with this ISO/Type, 'SNTU' - TUNA - SNOWSHOT

ERA0241

Rejection Message	HAZREEFER Commodity code must not contain Insulated details
Error Location	Container ISO/Type Code
Causes	You have used an ISO with a 3rd character of 2, 4 or H (Eg. 3042 or 20H1) which indicates that the container is insulated (or has port holes) but you have used a commodity code which does not allow this container type
How to Correct	Check the ISO on the container and confirm it's correct, if not amend and resend your PRA NOTE: There is currently only one commodity code which can be used with this ISO/Type,

'SNTU' - TUNA - SNOWSHOT	
ERA0217	
Rejection Message	EMPTY Commodity code must not contain Insulated details
Error Location	Container ISO/Type Code
Causes	You have used an ISO with a 3rd character of 2, 4 or H (Eg. 3042 or 20H1) which indicates that the container is insulated (or has port holes) but you have used a commodity code which does not allow this container type
How to Correct	<p>Check the ISO on the container and confirm it's correct, if not amend and resend your PRA</p> <p>NOTE: There is currently only one commodity code which can be used with this ISO/Type, 'SNTU' - TUNA - SNOWSHOT</p>
ERA0221	
Rejection Message	EMPTYHAZ Commodity code must not contain Insulated details
Error Location	Container ISO/Type Code
Causes	You have used an ISO with a 3rd character of 2, 4 or H (Eg. 3042 or 20H1) which indicates that the container is insulated (or has port holes) but you have used a commodity code which does not allow this container type
How to Correct	<p>Check the ISO on the container and confirm it's correct, if not amend and resend your PRA</p> <p>NOTE: There is currently only one commodity code which can be used with this ISO/Type, 'SNTU' - TUNA - SNOWSHOT</p>
ERA0206	
Rejection Message	BREAKBULK Commodity code must not contain Insulated details
Error Location	Container ISO/Type Code
Causes	You have used an ISO with a 3rd character of 2, 4 or H (Eg. 3042 or 20H1) which indicates that the container is insulated (or has port holes) but you have used a commodity code which does not allow this container type
How to Correct	<p>Check the ISO on the container and confirm it's correct, if not amend and resend your PRA</p> <p>NOTE: There is currently only one commodity code which can be used with this ISO/Type, 'SNTU' - TUNA - SNOWSHOT</p>

ERA0066

Rejection Message	Container number is TBA
Error Location	Container number
Causes	The container number you have entered is incorrect
How to Correct	Resend the PRA with the correct container number

ERA0112

Rejection Message	Category must be entered
Error Location	Consignment Details (Category)
Causes	You have not supplied the category on your PRA (Export or Storage)
How to Correct	Add the category to your PRA and resubmit it

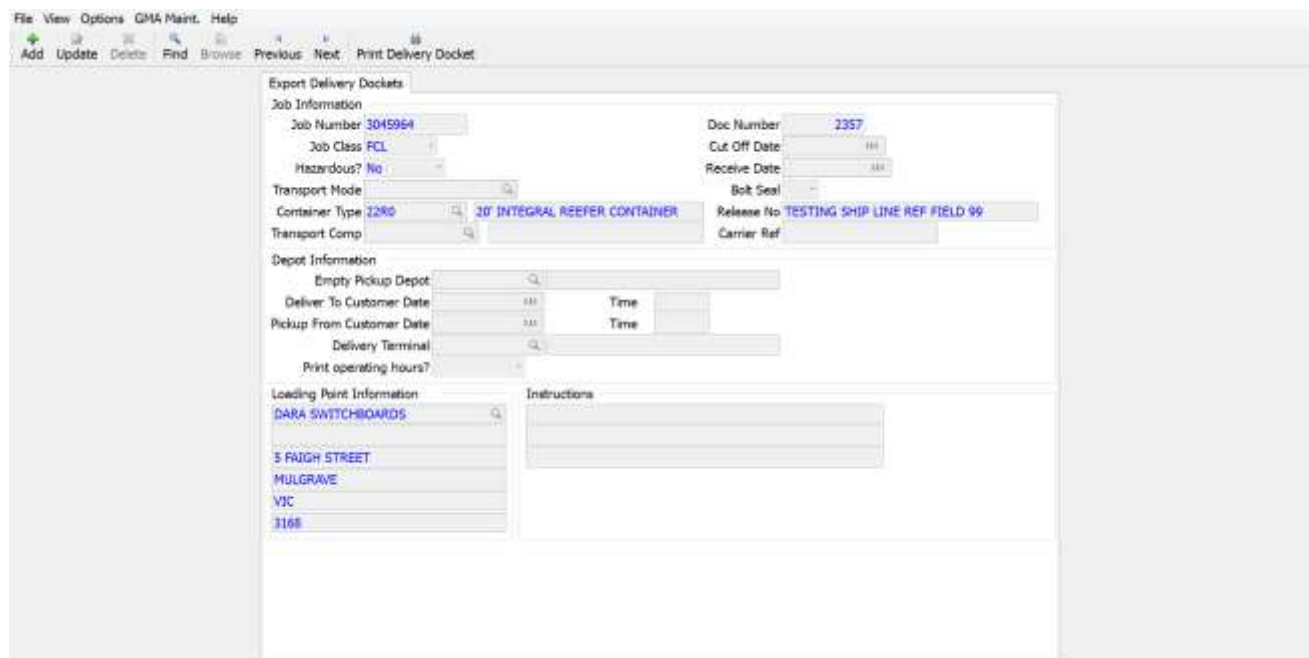
Export Consignees

The Export Consignees Masterfile is found in the Sea/Air Export Forwarding Menu from the Main Menu and holds the contact and address details.

Export Delivery Docket



The Export Delivery Dockets can be added via the Job Registration Screen or via the Sea/Air Export Forwarding Menu from the Main Menu.


The Export Delivery Dockets screen allows users to print Air/LCL/FCL Dockets. See below the FCL job class screen:



The screenshot shows the 'Export Delivery Dockets' screen with the following fields:

- Job Information:**
 - Job Number: 3045964
 - Job Class: FCL
 - Hazardous?: No
 - Transport Mode: [Dropdown]
 - Container Type: 2200
 - Transport Comp: [Dropdown]
- Doc Information:**
 - Doc Number: 2357
 - Cut Off Date: [Dropdown]
 - Receive Date: [Dropdown]
 - Bolt Seal: [Dropdown]
 - Release No: TESTING SHIP LINE REF FIELD 99
 - Carrier Ref: [Dropdown]
- Depot Information:**
 - Empty Pickup Depot: [Dropdown]
 - Deliver To Customer Date: [Dropdown]
 - Pickup From Customer Date: [Dropdown]
 - Delivery Terminal: [Dropdown]
 - Print operating hours?: [Dropdown]
- Loading Point Information:**
 - DARA SWITCHBOARDS
 - 5 FAUGH STREET
 - MULGRAVE
 - VIC
 - 3168
- Instructions:** [Text area]

Field Name	Description	Validation	Default
Job Number	This is Expedient's internal reference	Mandatory	Job Registration
Job Class	This is the Job Class	Mandatory	Job Registration
Cut Off Date	This is the terminal Cut Off Date	Optional	Job Registration
Hazardous	Describes whether the goods are hazardous	Optional	Blank
Receive Date	This is the close date of receivals at terminal	Optional	Blank
Container Info	This is additional container information. Use the  to search from the list of additional information	Optional	Blank
Bolt Seal	This is the Bolt Seal indicator	Optional	Blank
ISO Type	This is the ISO Container Type. Use the  to search from the ISO Container Types Masterfile	Optional	Blank
Release No	This is the Release Number of the shipment	Optional	Blank
Transport Code	This is the transport company code	Optional	Blank
Carrier Ref	This is the transport company reference	Optional	Job Registration
Empty Pick up Depot	This is the Depot where the empty container is to be picked up from	Optional	Blank
Delivery to Customer Date	This is the date on which the empty container is to be delivery to the customer for loading.	Optional	Blank
Time Open	This is the time from which the empty container can be delivered	Optional	Blank
Time Close	This is the time to which the empty container can be delivered	Optional	Blank
Delivery Depot/Terminal	This is the depot or wharf the loaded container is to be returned to for export. The Label will change depending on the Job Class	Optional	Blank
Print Operating Hours/	Select whether the operating hours stored for the Depot or Terminal in the Customer Masterfile should be printed on the Delivery Docket	Mandatory	No

Field Name	Description	Validation	Default
Loading Point Information	This is the delivery address for the empty container to be loaded. The default address comes from the Delivery Address Masterfile from the Customer Masterfile. Use the  to search from the Multiple Delivery Addresses	Optional	Blank
Instructions	Any special instructions for the Truck Driver.	Optional	Blank

Container Weight Declaration

The Container Weight Declaration is a document that states the weight of the container and its contents.

The Container Weight Declarations can be produced from the Sea Consol Registration using the Options menu, and from the Job Registration screen in the Notifications menu.

It will pre-populate the Container Number details that have been added in the Container Details Tab on the Export Job.

If the Gross Weight exists then the Print check box will be automatically ticked.

The Tare Weight will automatically populate based on the details in stxinfor Maintenance – ISOCONNEW



Client	Container No	Type	ISO Type	ISO Description	Net Weight	Tare Weight	Gross Weight	Print?
OCESPR	CONT1	FCL	21G0	20' GENERAL CONTAINER	120.000	2300.000	2400.000	<input type="checkbox"/>
OCESPR	CONT2	FCL	22G1	20' GEN. CONT. WITH VENTS	20.000	2230.000	2250.000	<input checked="" type="checkbox"/>

Add Bill of Exchange

This document can be found in the Sea Export Forwarding menu. This is a free text document which is not linked to a job number.

Please note that the city in the top right corner is linked the state for your branch. The document will default to display the main city for your state in Australia.

E.g. The state for this user's department is VIC in the Branch Masterfile

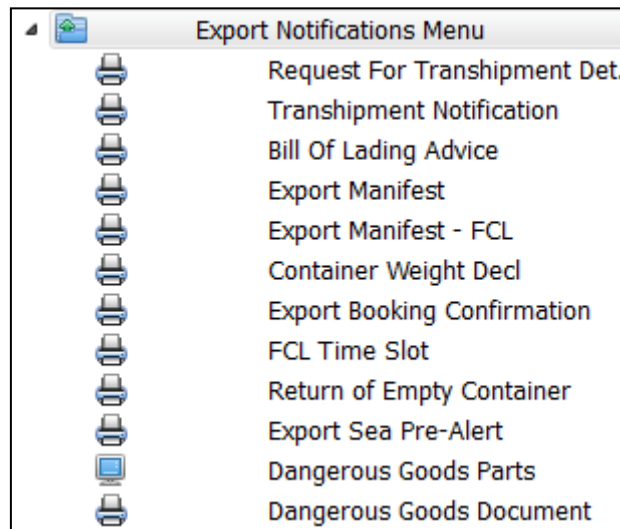
BILL OF EXCHANGE

24/07/2012

MELBOURNE VICTORIA

Export Notifications Menu

Expedient allows users to print the following Notifications from data stored in the Job Registration Screen:



Generic Consol CSV

This report allows users to output consol level data into a spreadsheet.

Generic Jobs CSV


This report allows users to output job level data into a spreadsheet.

You can run the report via the following options:

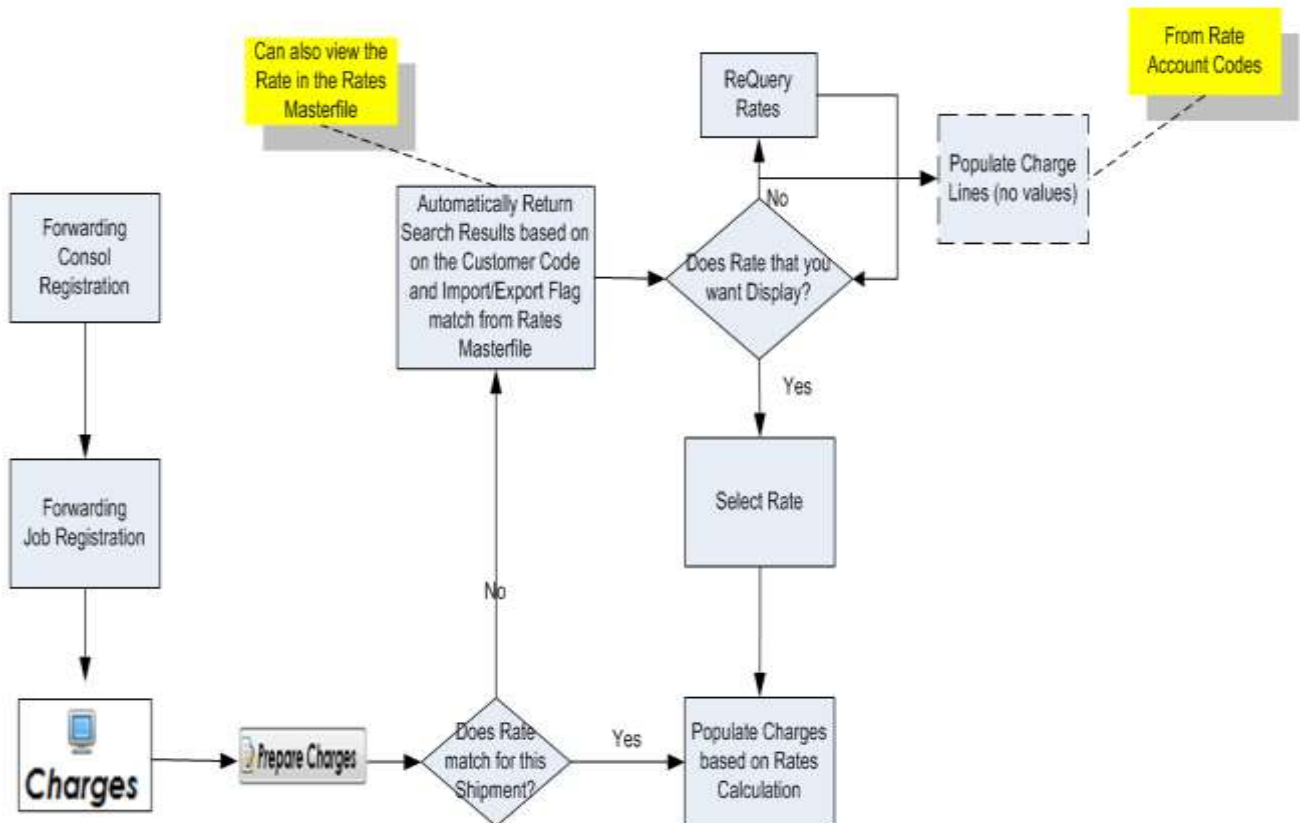
- Full – Job Information
- Partial – Job Information

Preparing Charges (Accounting Module only)

Expedient allows users to prepare charges for the shipment from the Job Registration Screen. This

is accessed from the Charges Button.  **Charges**

Forwarding Rates Process



EXPORT (SEA - FCL)

Rates Masterfile	Consol / Job Registration	Comments
Cust Code	Shipper	
Carrier	Shipping Line	
Supplier	Consignee	
Origin	Origin Code	
Destination	Destin Port	
Import / Export	Dept, character 2	
Container Type	Container ISO Type	Mapping from new to old container types in Rates Masterfile
Valid to <=	ETD1	

2. AUTO RATING WITH EXACT MATCH (PREPARE CHARGES)

Once the Rates has been set up for Customs/Forwarding, the Prepare Charges button will pre-populate with the same number of charges lines as set up in the Rates Master file, and the correct Amount based on the Rates Master file setup for Customs and/or Forwarding.

Please Note: Each Rate has an Expiry Date. This date must be greater than the Departure Date for the relevant job to be used.

See below. Once the user clicks Prepare Charges, Expedient will Check which charges to Auto- Rate.

As per the below screen shot, there are 4 charges, the second 2 charges are a straight profit item (4000 series numbers) hence the Expected Cost is 0.

The other 2 lines display the same amounts in Local Amount and Expected Cost (where applicable).

This is up to the user to update the correct Expected Cost.

Please Note: The "Bill To" Parties are split between Prepaid and Collect, this is defined in the Rates Masterfile. The system will create 2 invoices when the Prepare Invoicing Button is clicked. One for BROHAN and the other for ACOSTA

Job Information

Shipper: ACOSTA
House PPO: BROHAN
House COI: ACOSTA
O/S Agent: ABLOG
Shipper Ref:
Consignee:
Docs Received: 15/05/2012
Goods Desc 1: ASDFF

Shipping & Port Information

Shipping Line:
Ship Line Ref:
Origin Port: AUMEL
Via Port:
Destn. Port: AUSYD
Vessel: ANKDK
Voyage ID: 078N
Rec Wharf/Depot:

Various Information

Declared Val:
Drawback: Yes

Charges
Job No: 3020558
House: AUMELAS3020558
Exchange Var: 0.00
Currency:

Actions

Invoice Has Not Been Prepared Yet.

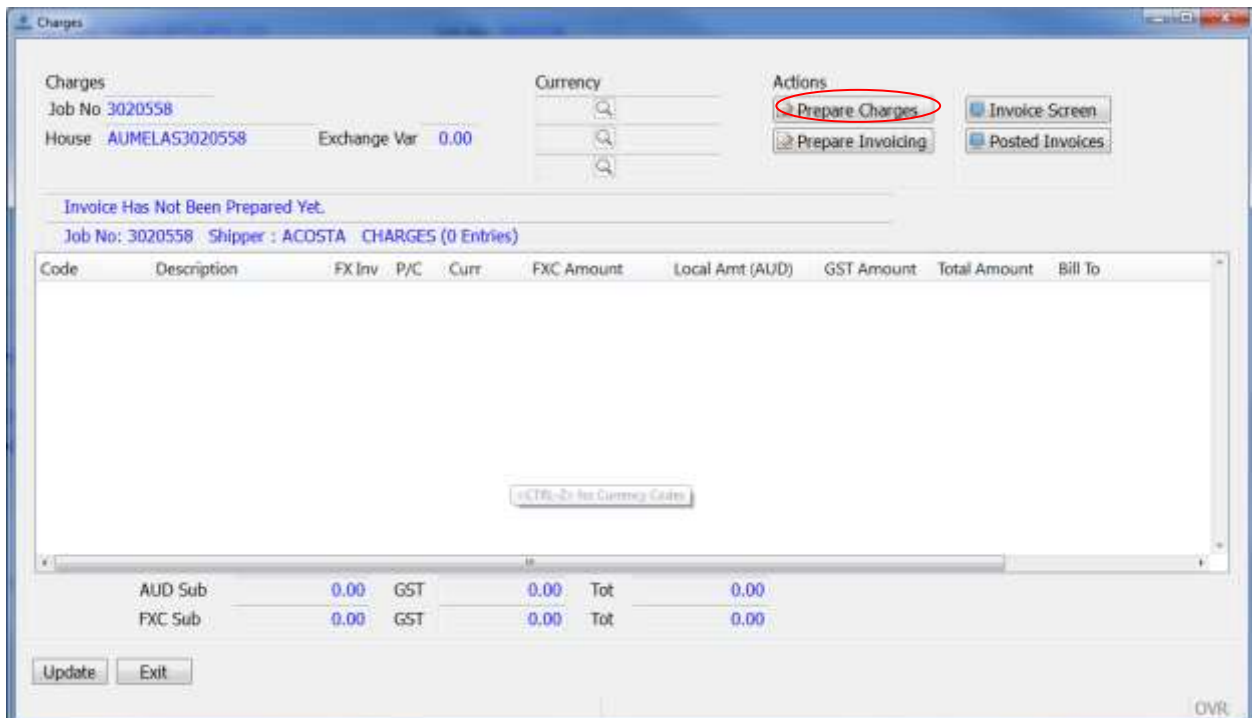
Job No: 3020558 - Shipper: ACOSTA - CHARGES (4 Entries)

Code	Description	FX Inv	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Total Amount	Bill To
BOX	2460 BILL OF LADING FEE		P	AUD	0.00	12.50	1.25	13.75	BROHAN
EAG	4090 EXPORT AGENCY		C	AUD	0.00	100.00	10.00	110.00	ACOSTA
ECN	4100 EXPORT CLEARANCE ...		P	AUD	0.00	25.00	0.00	25.00	BROHAN
FRT	2310 FREIGHT		C	AUD	0.00	1.56	0.00	1.56	ACOSTA

AUD Sub: 139.06 GST: 11.25 Tot: 150.31
FXC Sub: 0.00 GST: 0.00 Tot: 0.00

3. AUTO RATING WITHOUT EXACT MATCH

If a user does not have an exact Ratings match, but wishes to use a “Generic” rate that has been set up, then it is possible to perform a search of the Rates Master file.



Charges

Job No: 3020558

House: AUMELAS3020558 Exchange Var: 0.00

Currency

Actions

Prepare Charges (circled in red)

Prepare Invoicing

Invoice Screen

Posted Invoices

Invoice Has Not Been Prepared Yet.

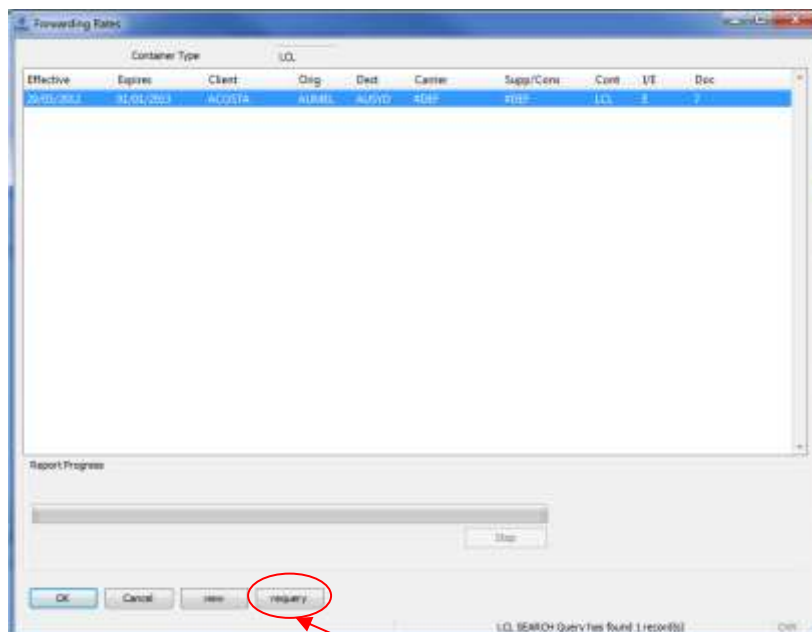
Job No: 3020558 Shipper: ACOSTA CHARGES (0 Entries)

Code	Description	FX Inv	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Total Amount	Bill To
<p>>CTRL-2> for Currency Codes</p>									
AUD Sub		0.00		GST	0.00	Tot	0.00		
FXC Sub		0.00		GST	0.00	Tot	0.00		

Update Exit

OVR

Once the User clicks on the Prepare Charges, if Expedient can't find an exact Rates match, the system will display all Approved Export Rates for that Customer.



Forwarding Rates

Effective	Expires	Client	Orig	Dest	Carrier	Supp/Cons	Cont	I/E	Doc
20/05/2013	31/05/2013	ACOSTA	AUMEL	AUMVD	ADAP	SHIP	LO	8	7

Report Progress

Stop

OK Cancel Requery (circled in red)

I/O SEARCH Queries Found: 1 record(s)

OVR

The user can select one displayed on the screen, OR REQUERY the Rates Masterfile from any of the above fields.

Forwarding Rates

Container Type: AIR

Effective	Expires	Client	Orig	Dest	Carrier	Supp/Cons	Cont	I/E	Doc
13/03/2012	13/03/2012	DEMCN	AUMEL	AUSYD	#DEF	#DEF	AJR	E	425094
12/08/2011	25/12/2011	DEMCN	USLAX	AUSYD	3Q	ATRENG	AJR	E	425079
01/08/2011	01/01/2012	DEMCN	AUMEL	USLAX	#DEF	ATRENG	2020	E	425064
01/10/2008	01/09/2011	DEMCN	AUMEL	USLAX	APC	AKMCOR	2075	E	329060

Report Progress

Stop

OK Cancel view query

AIR SEARCH Query has found 4 record(s)

Once the Rates has been set up for Forwarding, the Prepare Charges button will pre-populate with the same number of charges lines as set up in the Rates Masterfile, and the correct Amount based on the Rates Masterfile setup, see below for example:

Variance indicator on Exchange Rates – only used when entering charges in O/S Currency but billing in AUD

Lines populate automatically based on Rates Masterfile

View Invoice Already Posted

Charges

Job No: 3020558

House: AUMELAS3020558 Exchange Var: 0.00

Currency:

Actions:

Invoice Has Not Been Prepared Yet.

Job No: 3020558 Shipper: ACOSTA CHARGES (4 Entries)

Code	Description	FX Inv	P/C	Curr	FXC Amount	Local Amt (AUD)	GST Amount	Total Amount	Bill To
BOL	2460 BILL OF LADING FEE	<input checked="" type="checkbox"/>	P	AUD	0.00	12.50	1.25	13.75	BROHAN
EAG	4090 EXPORT AGENCY	<input type="checkbox"/>	C	AUD	0.00	100.00	10.00	110.00	ACOSTA
ECN	4100 EXPORT CLEARANCE ...	<input type="checkbox"/>	P	AUD	0.00	25.00	0.00	25.00	BROHAN
FRY	2310 FREIGHT	<input checked="" type="checkbox"/>	C	AUD	0.00	1.56	0.00	1.56	ACOSTA
AUD Sub					0.06	G	11.25	150.31	
FXC Sub					0.00	G	0.00	0.00	

Update Exit

Lines populate based on Rates Account Codes Masterfile where the Job Class for Export Matches, and the Active indicator is ticked

Tick if wanting to invoice in Foreign Currency. Can create up to 3 Foreign Currency Invoices

If the Charge is a prepaid or collect charge. This can be set up in the Rates Masterfile

Can only be modified if charge code has FXC indicator set to YES in General Ledger Chart of Accounts Masterfile
Currency Defaults based on the First Job Currency. IF this is OS Currency then will only populate that if the Charge Code accepts OS Currency.


Based on USD Exchange Rate and Exchange Variance. Only applicable if invoicing in AUD

DEFAULT COMPANY TARIFF

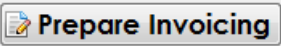
The Update button will default the Charge Lines to the Default Company Tariff. Charges that exist in the Rate Account Codes Masterfile that are active and match the job type will be inserted. The company tariff is maintained in the Rates Module, Forwarding Rates, Rate Account Codes screen. See the Rates Module User Manual for more information.

Field Name	Description	Validation	Default
Header			
Exchange Var	<p>This is the Exchange Variance indicator. This allows users to Enter a variance on the Exchange Rate when entering charges in Foreign Currency but billing in AUD.</p> <p>The calculation for invoicing when the Exchange Variance is set is: $\text{AUD \\$} = (\text{FOREIGN AMT} / \text{EXCHANGE RATE}) * (1 + \text{Exchange Variance} / 100)$</p>	N/A	Data pulled from Customer Masterfile
Job No	This is the Job Number. This is a no entry field and used for display purposes only.	Mandatory	Data pulled from Job Registration
House	This is the House Bill. This is a no entry field and used for display purposes only.	Mandatory	Data pulled from Job Registration

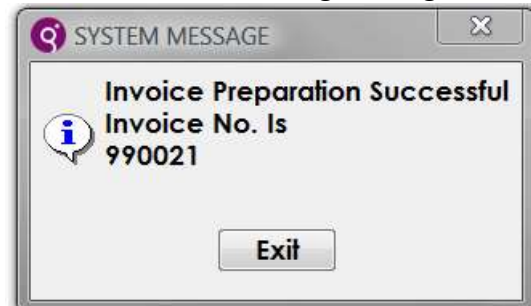
Field Name	Description	Validation	Default																											
Job Currencies	<div>The Expedient System allows users to invoice in up to 3 Foreign Currencies. For example you may enter USD, and EURO in the Job Currency Field, see below:</div> <div><div>Job Currencies</div><table><tr><td>USD</td><td></td><td>0.9000</td></tr><tr><td>EUR</td><td></td><td>0.4865</td></tr><tr><td></td><td></td><td></td></tr></table></div> <div>Then in the charge lines, ensure at least one charge of each currency exists.</div> <table><tr><th>Code</th><th></th><th>Description</th><th>FXC</th><th>PP/COLL</th><th>Curr</th></tr><tr><td>EDO</td><td>2308</td><td>EDO TRANSACTION</td><td><input checked="" type="checkbox"/></td><td>Collect</td><td>EUR</td></tr><tr><td>FSF</td><td>2312</td><td>FUEL SURCHARGE</td><td><input checked="" type="checkbox"/></td><td>Collect</td><td>USD</td></tr></table> <div>Please Note: To be able to change the Currency on the line items, the General Ledger Code must have the FXC Indicator set to Yes. This is accessed from menu General Ledger – Chart of Accounts.</div>	USD		0.9000	EUR		0.4865				Code		Description	FXC	PP/COLL	Curr	EDO	2308	EDO TRANSACTION	<input checked="" type="checkbox"/>	Collect	EUR	FSF	2312	FUEL SURCHARGE	<input checked="" type="checkbox"/>	Collect	USD	Mandatory	Data pulled from Job Registration
USD		0.9000																												
EUR		0.4865																												
Code		Description	FXC	PP/COLL	Curr																									
EDO	2308	EDO TRANSACTION	<input checked="" type="checkbox"/>	Collect	EUR																									
FSF	2312	FUEL SURCHARGE	<input checked="" type="checkbox"/>	Collect	USD																									
<div>If you now hit the Prepare Invoicing Button, the system will create 2 new invoices, 1 for each currency.</div> <div>Please Note: Once you have created an invoice, any further changes to either the invoice or the charges screen will not be synchronised. For example if you add an extra charge to the invoice the Charges screen will not reflect the additional charge.</div>																														
Detail																														
Code	This is the Charge Code. You can perform a look up on this field by clicking: The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts . The Code is set up in Menu Administration – Alpha Codes		Mandatory	Blank (if Rates Module inactive)																										
Description	This is the Charge Code Description		N/A	From Chart of Accounts Masterfile																										

Field Name	Description	Validation	Default
FXC	This indicates whether you wish to invoice the customer as a Foreign Currency Invoice. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts	N/A	Blank
PP/Coll	Indication whether the charge is Prepaid / Collect	N/A	From Job Registration OR Rates Masterfile
Curr	<p>This is the Currency in which you wish to enter the Amount for. This is only available if the Chart of Accounts Masterfile has FXC Indicator = Yes. The chart of Accounts Masterfile is found in Menu – General Ledger – Chart of Accounts.</p> <p>This defaults to the House Bill Currency. if the House Bill Currency is FXC, then if the Charge Code has FXC Indicator=Yes then this will default to the Foreign Currency</p>	N/A	Blank
FXC Amount	<p>This is the Foreign Currency Amount. This is available if you have selected a Foreign Currency Code in the above field.</p> <p> Please Note: If you enter a FXC Amount in and do not check the FXC Indicator, the invoice created will be in AUD.</p>	N/A	Blank
Local Amount	This is the Local Currency Amount.	N/A	Blank
GST Amount	This is the amount of GST. This is a no entry field and for display purposes only	N/A	From Amount
Total Amount	This is the Total Line amount.	N/A	Amount + GST Amount (if applicable)

Prepare Invoice

Once you are happy with the charges, currencies, and exchange variances (where applicable) you now can prepare the Invoice. Click on the  button to create an Invoice and corresponding Invoice Number.

Once this has been done you will receive the following message:

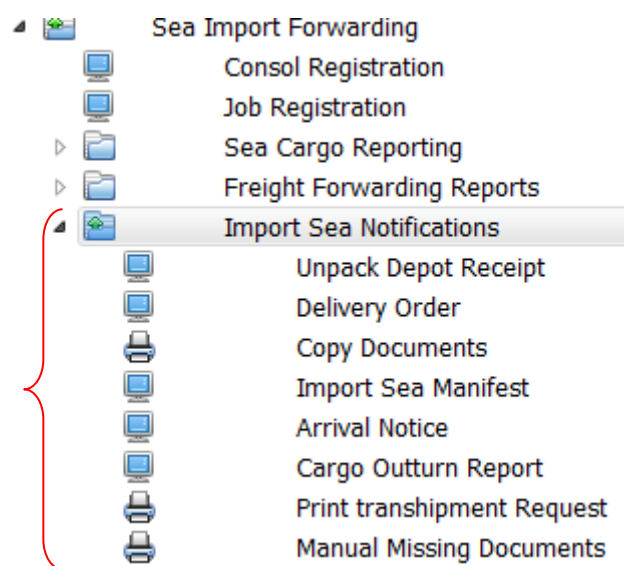


View Invoice

Once you have created the Invoice Number then you can view the invoice in order to modify or print it. This screen can also be accessed via **Main Menu – Debtors – Input Invoices**

Notifications

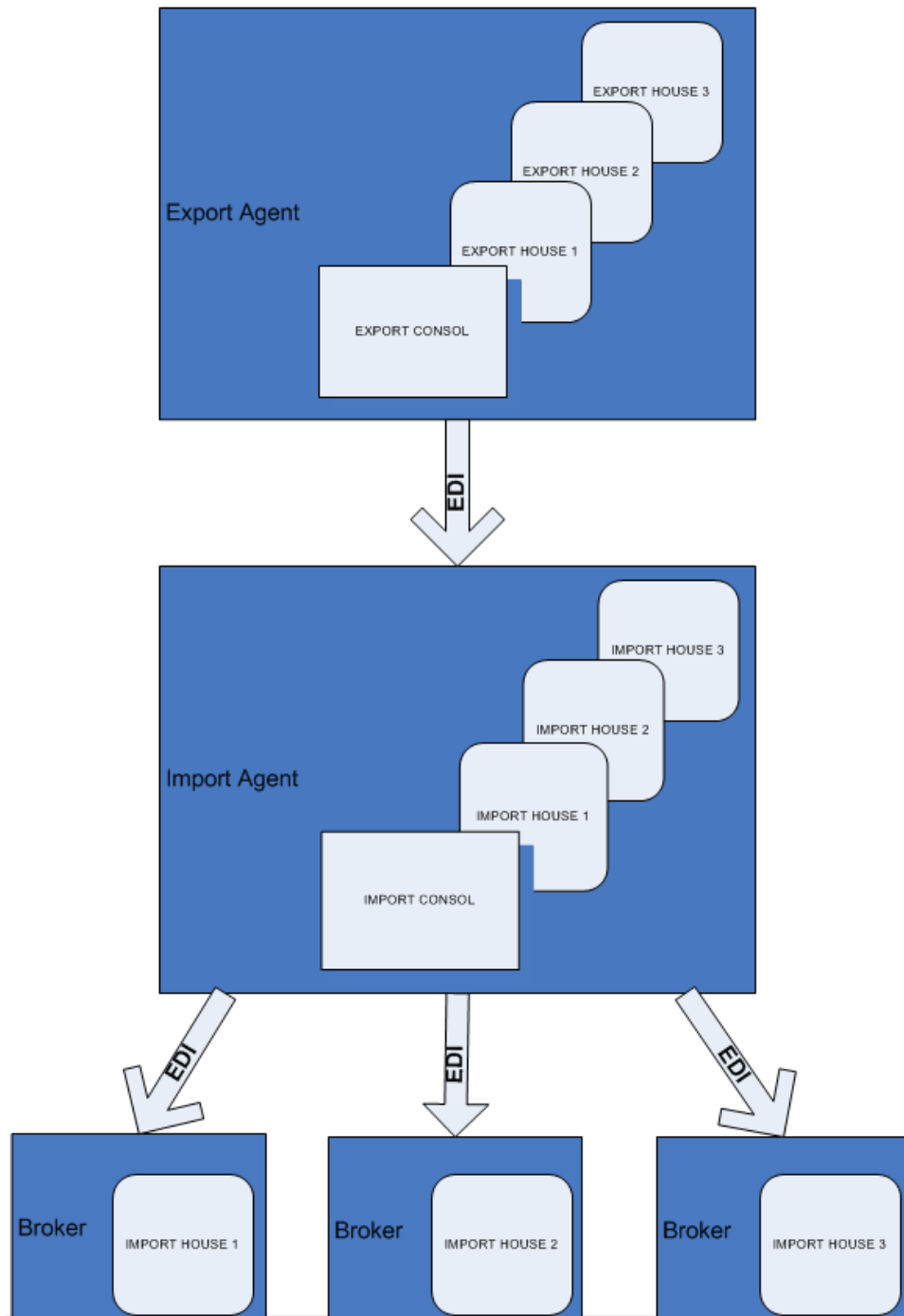
Expedient allows users to create various forwarding notifications: Below is a list of the available Notifications from the Sea Import Forwarding Menu:



EDI Manifest

Introduction

This module allows Manifest information to be sent from Export Agents to Import agents and from Import agents to Customs Brokers by electronic files, EDI.



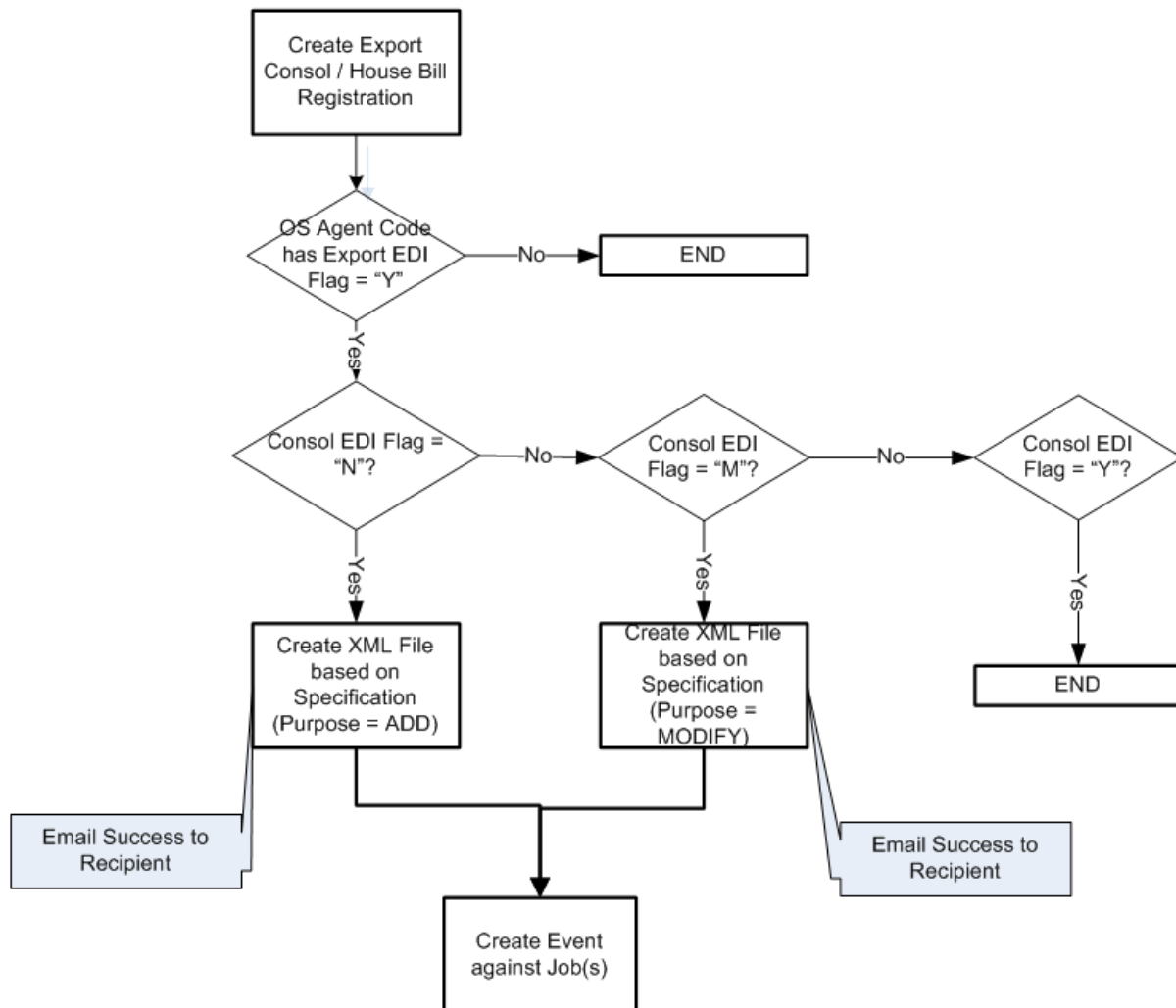
The EDI Manifest module assists to speed up the registration of Consols and Jobs.

- Export Jobs can be sent to Overseas Import Agents to populate their Imports systems
- Each time a manifest is sent or received a notification email is sent to the relevant contacts on both sides

EDI Manifest options are available inside the Sea and Air Job Registration screens and the Export Consol screens.

Export File Creation and Delivery

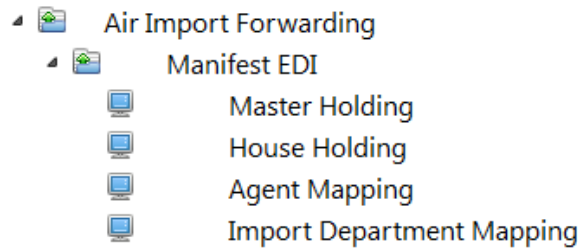
Manifests sent by the Export Agent to the Overseas Import Agent will follow the process below.



EDI Manifest Configuration

To allow import and export of manifest data Agents and Departments must be mapped to ensure manifest data is captured correctly.

The set up options are available in the Air Import Forwarding folder and the Sea Import Forwarding folder

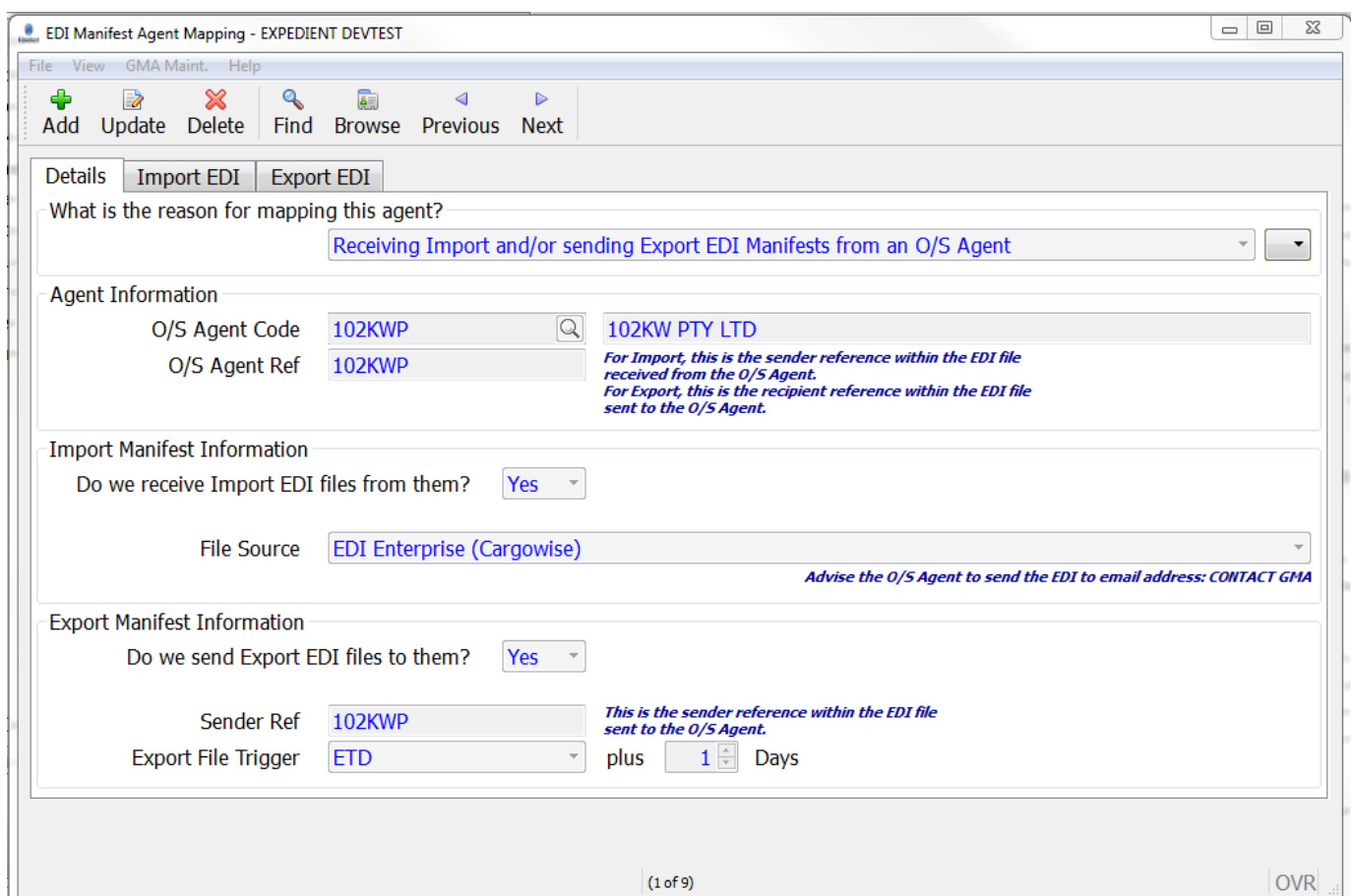


AGENT MAPPING

Details of the Agents, Forwarders and Brokers receiving and sending EDI Manifests must be set up in the Agent Mapping screen.

Adding an Overseas Agent

If you are an Agent use the Agent Mapping screen to set up the Oversea Agents you want to receive import EDI manifests from and send export EDI Manifests to.



EDI Manifest Agent Mapping - EXPEDIENT DEVTEST

File View GMA Maint. Help

+ Add Update Delete Find Browse Previous Next

Details Import EDI Export EDI

What is the reason for mapping this agent?

Receiving Import and/or sending Export EDI Manifests from an O/S Agent

Agent Information

O/S Agent Code 102KWP 102KW PTY LTD

O/S Agent Ref 102KWP

For Import, this is the sender reference within the EDI file received from the O/S Agent.
For Export, this is the recipient reference within the EDI file sent to the O/S Agent.

Import Manifest Information

Do we receive Import EDI files from them? Yes

File Source EDI Enterprise (Cargowise)

Advise the O/S Agent to send the EDI to email address: CONTACT GMA


Export Manifest Information


Do we send Export EDI files to them? Yes

Sender Ref 102KWP This is the sender reference within the EDI file sent to the O/S Agent.

Export File Trigger ETD plus 1 Days

(1 of 9) OVR

Field Name	Description	Validation	Default
Details			
What is the reason for mapping this agent?	Select the appropriate reason for mapping the agent from the pull down menu - "Receiving Import and/or sending Export EDI Manifests from an O/S Agent"	Mandatory	Blank
O/S Agent Code	This is your customer code for the agent. Use the  to zoom on active Overseas Agents.	Mandatory	Blank
O/S Agent Ref	This is reference code for the agent. In Manifests imported from the Agent this is the code they use to identify themselves. This code will also be used in the manifests exported to the agent to identify the recipient.	Mandatory	Default to match O/S Agent Code
Import Manifest Information			
Do we receive Import EDI files from them?	Select Yes from the drop down list to allow the import of the agents EDI manifests	Mandatory	Yes
File Source	Select the file format the Agent will send to you. What system does the agent use to produce the EDI manifest file? Please refer to Error! Reference source not found. or the details of the Expedient Format which should be passed to your Overseas Agent for their information if they do not use one of the listed formats. Once selected the email address the Overseas Agent should send the EDI Manifests to is displayed. Please advise your Overseas Agent to use this email address. If your Overseas Agent is not able to supply the EDI Manifest in the Expedient format or any other format listed please send an example of the agent's EDI Manifest to Expedient Software for investigation using Support Tracker.	Conditional on Send Export EDI is Yes	Blank
Export Manifest Information			
Do we send Export EDI Files to them?	This indicates if you want to send Export Manifest EDI to the Overseas Agent	Mandatory	No
Sender Ref	This is your reference to the Overseas Agent so they know the Export Manifest EDI came from you. The Sender Ref is usually the code the Overseas Agent uses for your office.	Conditional on Send Export EDI is Yes	Blank
Export File Trigger	This indicates the trigger for sending the Export EDI Manifest automatically. Select from the pull down menu.	Conditional on Send Export EDI is Yes	ETD
Days	This is the number of days after ETD the EDI Manifest will be sent	Conditional on Export File Trigger is ETD	0
Import EDI			

Field Name	Description	Validation	Default
Contacts to receive alerts regarding the EDI Import Manifests (Successful/Errors)	This table lists the contacts at the Overseas Agent and internally to receive email notifications when new or updated Import Manifests have been received and if there are any errors processing the data. There must be at least one contact at the Overseas Agent and at least one internal User to receive email notifications.	Active Personnel/Active Users	Blank
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	O/S Agent
Contact Name	Use the  to find active personnel at the Overseas Agent. If you have selected Internal as the Contact Type the  will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank
Export EDI			
Email Addresses to receive the EDI Export Manifest File	This table lists the O/S Agent contacts and any internal Users that receive the Export Manifest EDI.	Active Personnel/Active Users	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	O/S Agent
Contact Name	Use the  to find active personnel at the Overseas Agent. If you have selected Internal as the Contact Type the  will provide a list of active Users.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the Personnel in the Customer Masterfile or the User Masterfile for internal Users	N/A	Blank
Contacts to receive EDI Export Manifest errors	This table lists the internal Users to receive email alerts when there is a problem sending the Export Manifest EDI. O/S Agent contacts can also be listed here.	Active Users/Active Personnel	
Contact Type	Select the appropriate contact type from the pull down menu	Mandatory	Internal
Contact Name	Use the  to find active Users. If you have selected O/S Agent as the Contact Type the  will provide a list of active Personnel at the Overseas Agent.	Mandatory	Blank
Email Address	This is populated when a Contact Name is selected. This field cannot be updated in this screen. If the email address is incorrect please update the User Masterfile for internal Users or the Personnel in the Customer Masterfile for the Overseas Agent.	N/A	Blank

Sending EDI Manifests to Overseas Agents

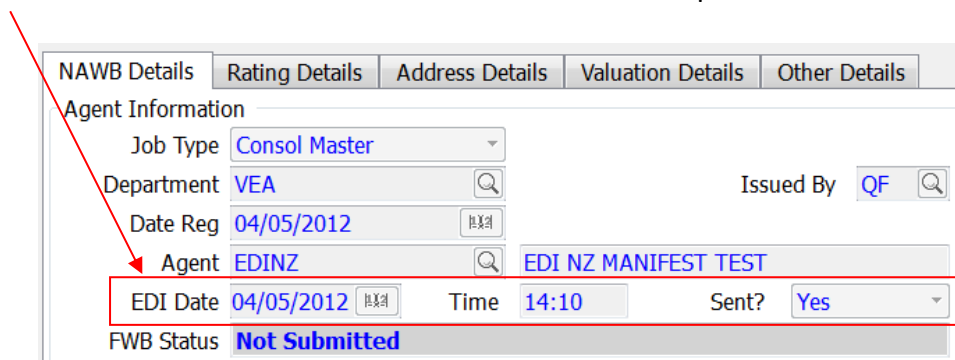
EDI Manifests can be sent from Expedient to the Overseas Agent if the details have been set up in the Agent Mapping screen.

The Manifest can be sent automatically or manually.

AUTOMATIC SENDING

Expedient will run a check every night to see if any manifests are ready to be sent based on the EDI Manifest trigger in the Agent Mapping screen.

The date and time the Manifest was sent can be viewed in the Export Consol screen.



NAWB Details	Rating Details	Address Details	Valuation Details	Other Details
Agent Information				
Job Type	Consol Master			
Department	VEA	Issued By	QF	
Date Reg	04/05/2012			
Agent	EDINZ	EDI NZ MANIFEST TEST		
EDI Date	04/05/2012	Time	14:10	Sent? Yes
FWB Status Not Submitted				

The EDI Sent flag indicates whether the file has been sent or not and also indicates whether the manifest was an update. 'M' indicates the EDI Manifest modified an earlier version or the manifest.

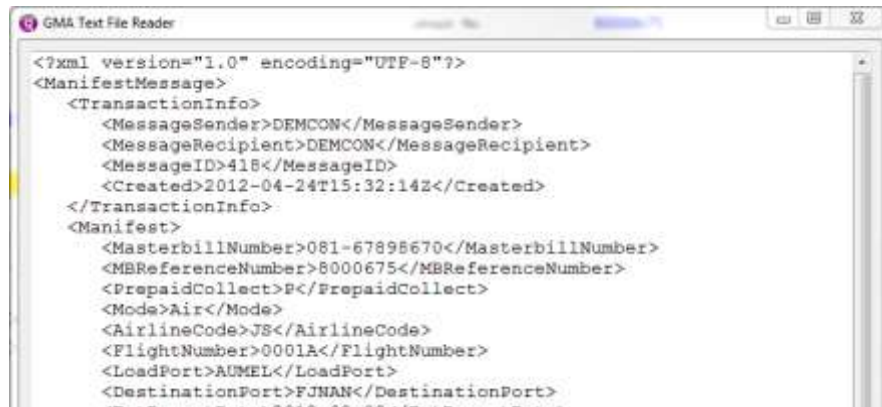
On successfully sending the EDI an email will be sent to the Agent EDI Receiving Manifest Contacts for the Oversea Agent listed in the Agent Mapping screen when a new EDI Manifest is sent or when an update to the Manifest is sent.

Sending the EDI Manifest will also create an event which can be viewed in the Manifest EDI Submission History from the Options menu in the Air and Sea Consol screens.



MessageID	Date	Time	No. Jobs	User
418	24/04/2012	15:32:14	1	michaell
321	12/04/2012	13:52:03	1	michaell

Double click on a row in the Manifest EDI Submission History screen to view the original text of the EDI message



```
<?xml version="1.0" encoding="UTF-8"?>
<ManifestMessage>
  <TransactionInfo>
    <MessageSender>DEMCON</MessageSender>
    <MessageRecipient>DEMCON</MessageRecipient>
    <MessageID>418</MessageID>
    <Created>2012-04-24T15:32:14Z</Created>
  </TransactionInfo>
  <Manifest>
    <MasterbillNumber>081-67895670</MasterbillNumber>
    <MBReferenceNumber>8000675</MBReferenceNumber>
    <PrepaidCollect>P</PrepaidCollect>
    <Mode>Air</Mode>
    <AirlineCode>JS</AirlineCode>
    <FlightNumber>0001A</FlightNumber>
    <LoadPort>AUMEL</LoadPort>
    <DestinationPort>FJNAN</DestinationPort>
    <ExportDate>2012-03-09</ExportDate>
```

If there are any missing information in the EDI Manifest file a message will be sent to the Internal Export Responsible Contacts listing the missing details.

MANUAL SENDING

Select the option 'Send EDI Manifest' from the Options menu in the SEA Export and AIR Export Consol screens. This option is only available where the EDI Manifest module is active and the Agent is mapped in the Agent Mapping screen. Any missing information will be listed in a pop up message. Provide all the missing information to send the EDI message.